



Instructions for RSFH Tuition Assistance

Tuition Assistance is a two-step process. Before the start of each course(s) or semester, you will need to submit the enclosed Tuition Assistance Pre-Approval Form. If approved, you will submit the Tuition Assistance Reimbursement Form within 60 days of completing the course(s)/semester. A checklist for each step is below.

Step 1: Tuition Assistance Pre-Approval Checklist:

Email the following to HRBenefitsTeam@rsfh.com or fax to 843-724-2844 at least 14 days prior to the start of the course(s)/semester:

- Completed and signed RSFH Tuition Assistance Pre-Approval Form
- Class schedule (must have your name, school, and semester pre-printed on it by the school)
- Proof FAFSA submission

The HR Benefits Team will review and respond to your submission; however, this step does not guarantee benefits. It is mainly for budgeting purposes.

Step 2: Tuition Assistance Reimbursement Form Checklist:

Email the following to HRBenefitsTeam@rsfh.com or fax to 843-724-2844 within 60 days of completing the course(s)/semester:

- Official transcript that shows the grades for the course(s) and/or semester that were listed on the Pre-Approval Form.
- Invoice/itemized bill (must specify amount of tuition, fees, and other charges and the term, student, and school)
- Official proof of payment(s)
- You must account for how the total bill for the term was paid. A receipt from the school is only acceptable if it clearly itemizes the amount and source of payments. If it does not, you will have to supply a copy of your cancelled check, credit card statement, verification of grant/scholarship award, or other documentation that details each payment's source. If you receive grants, scholarships, and/or financial aid, you must report these amounts.
- Proof of successful completion - grade report (certificate or test results if a certification exam)

The HR Benefits Team will review, and if the submission meets the requirements of the Tuition Assistance Policy, a check request will be processed. Reimbursements can take several weeks to process and will be paid by direct deposit to your payroll account.

Important Information:

When submitting your Tuition Assistance Pre-Approval Form and subsequent Tuition Assistance Reimbursement Form, **read** the entire form, neatly **complete ALL items**, and **submit** with required documentation to HRBenefitsTeam@rsfh.com. Avoid delays in processing your claim - please do not submit your information multiple times, send items separately, or include information from more than one semester. Timely processing depends on your clear, accurate, and complete submission.

Please review the RSFH Tuition Assistance Policy for details about this benefit program. If you have questions, contact the HR Benefits Team at HRBenefitsTeam@rsfh.com or 843-720-8400 option 2.

Taxes:

Roper St. Francis Healthcare complies with governmental taxing policies for tuition assistance.



Tuition Assistance Pre-Approval Form

Email completed form and supporting documentation to HRBenefitsTeam@rsfh.com or Fax to 843-724-2844

Teammates seeking RSFH tuition assistance for a degree/certification program must submit this form to the HR Benefits Team at least 14 days prior to the start of the course(s)/semester. Please attach a copy of your class schedule and proof of FAFSA submission.

Teammate Information:

Name		ID Number	
Job Title		Department	
Home Address		Contact Phone Number	

Program Information:

Name of Institution		Degree Sought (Associates, Bachelors, Masters or Certification)	
Semester/Program Start Date		Semester/Program End Date	
Major, if degree seeking program		If Certification, Exam Date	
Course(s) this semester			

Acknowledgement: I acknowledge that I have read and understand the RSFH Tuition Assistance Policy. I understand that even if my Pre-Approval Form is approved, assistance is not guaranteed if I do not meet the terms and conditions outlined in the Policy, including, but not limited to, meeting eligibility requirements and achieving minimum grades in each of my courses.

I also understand that if I receive RSFH sponsored scholarships (Professional Development Nursing Scholarships, etc.), those funds must be utilized first before additional tuition assistance is considered. I understand application fees, books, and other fees including but not limited to enrollment, technology or graduation fees are not considered tuition and are, therefore, not reimbursable.

I acknowledge I must remain actively employed at RSFH in a benefits-eligible status for at least 18 months. Failure to satisfy the commitment for any reason will result in me having to reimburse Roper St. Francis Healthcare as outlined in the Policy.

Teammate Signature: _____ Date: _____

Leader Signature: _____ Date: _____

HR USE ONLY:

Teammate's Current FTE		Last Benefit Eligible Date	
Hire Date		Approved/Denied	
If denied, please provide reason		Conditional tuition assistance amount	
Benefit Specialist		Date Teammate Notified of approval/denial	



Tuition Assistance Reimbursement Form

Email completed form and supporting documentation to HRBenefitsTeam@rsfh.com or Fax to 843-724-2844

Teammate Information:

Name		ID Number	
Job Title		Department	
Home Address		Contact Phone Number	

Acknowledgement:

I acknowledge that I have read and understand the RSFH Tuition Assistance Policy.

I acknowledge I must remain actively employed at RSFH in a benefits-eligible status for at least 18 months. Failure to satisfy the commitment for any reason will result in me having to reimburse Roper St. Francis Healthcare as outlined in the Policy.

I have attached the following required documents for review:

- Official transcript that shows the grades for the course(s) and/or semester listed on the Pre-Approval Form.
- Invoice/itemized bill (must specify amount of tuition, fees, and other charges and the term, student, and school)
- Official proof of payment(s)
 - You must account for how the total bill for the term was paid. A receipt from the school is only acceptable if it clearly itemizes the amount and source of payments. If it does not, you will have to supply a copy of your cancelled check, credit card statement, verification of grant/scholarship award, or other documentation that details each payment's source. If you receive grants, scholarships, and/or financial aid, you must report these amounts.
- Proof of successful completion - grade report (certificate or test results if a certification exam)

Teammate Signature: _____

Date: _____

Leader Signature: _____

Date: _____

HR USE ONLY:

Teammate's Current FTE		Last Benefit Eligible Date	
Hire Date		Approved/Denied	
If denied, please provide reason		Check Request Amount	
Date Check Request Submitted		Benefit Specialist	

Attach a copy of this form, the pre-approval form and supporting documentation to the check request