



## 2014 KPNW Tuition Expense Reimbursement Form

REQUESTS FOR REIMBURSEMENT: Please see attached KPNW Tuition Reimbursement policy for reimbursement guidelines. Proof of payment and grades/course completion are required. Requests must be submitted within **45 days** of class completion.

If you are requesting reimbursement from your union education fund, you must also complete the reimbursement form for your union group.

|                |               |             |                  |
|----------------|---------------|-------------|------------------|
| Employee Name: | Employee ID#: | Tie-Line:   | Date:            |
| Position:      | Facility:     | Department: | Home/Cell Phone: |

|  | Explanation of Reimbursement Requested | Date (start/end) | Amount    |
|--|--|------------------|-----------|
| 1.   |  |                  |           |
| 2.   |  |                  |           |
| 3.   |  |                  |           |
| 4.   |  |                  |           |
| 5.   |  |                  |           |
| 6.   |  |                  |           |
| 7.   |  |                  |           |
| 8.   |  |                  |           |
| <b>Total Reimbursement Amount Requested:</b> |  |                  | <b>\$</b> |

I understand reimbursement(s) for educational funds are subject to the provisions of the KPNW Tuition Reimbursement policy. I have read the instructions on the following pages for clarification before submitting this request. I certify that these expenses are true and correct to the best of my knowledge.

X \_\_\_\_\_  
 Employee Signature \_\_\_\_\_  
Date

| HRUSEONLY                  |  |   |               |  |                  |
|----------------------------|--|---|---------------|--|------------------|
| Date of Hire:              | Active EE:<br><input type="checkbox"/> Yes <input type="checkbox"/> No | EE Group/Entity:  |               | Coded Hours:   |                  |
| Human Resources Signature: |  | TR Exhausted? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>TR Eligible? <input type="checkbox"/> Yes <input type="checkbox"/> No |               | <input type="checkbox"/> Approved<br><input type="checkbox"/> Denied(see attached) |                  |
| TR Amount Paid:<br>\$      |  | TR Amount Unpaid:<br>\$   |               | Pay Period/Date:   |                  |
| Union Amt Paid:            | Pay Period/Date:   | Amount Unpaid:  | Overage Paid: | Overage Unpaid:  | Pay Period/Date: |

**Send requests to: Tuition Reimbursement/HR/KPB-13**

## **KPNW Tuition Expense Reimbursement Policy**

### **Eligibility**

Regular employees coded 20 hours or more per week, who have been employed with Kaiser Permanente on a continuous basis for one year or more are eligible for Tuition Expense Reimbursement. Temporary and on-call personnel are not eligible for the program.

### **Guidelines**

1. The course or training must be taken from an accredited school, junior college, university, or other equivalent institution that has been accredited by the Western Association of Schools and Colleges. University extension correspondence and online courses are considered equal to any other college course.
2. Consideration may be given to non-accredited educational programs which are approved by a recognized management or professional organization. Please email [NW-HRServices@kp.org](mailto:NW-HRServices@kp.org) or call the Education Coordinator at 49-4005 to confirm if the course you wish to take meets requirements for approval.
3. Reimbursement is offered up to \$600 per year. Please see below for eligible/ineligible expenses.
4. The courses or training may or may not carry credits. CME and CEU accredited courses are eligible.
5. There is no restriction on the number of courses eligible for reimbursement per school term.
6. Reimbursement will not be approved if other financial assistance (e.g., scholarships, GI Bill) is received for the course, degree, or certificate program.
7. Employees who take an unpaid leave of absence for the purpose of education, at any time during the course, degree, or certificate program, are not eligible. The eligibility of employees, who take a medical, military, parental or family leave any time during the course of study, shall be subject to review by the Education Coordinator.
8. Kaiser Permanente will not reimburse educational expenses if an employee resigns or is terminated prior to completion of the course, degree, or certificate program.

### **Eligible Expenses for KPNW Tuition Reimbursement Fund**

Expenses which are covered include:

- Seminars, workshops, conferences, and educational meetings.
- Course tuition, required entrance/registration fees, required textbooks and laboratory fees.

### **Ineligible Expenses for KPNW Tuition Reimbursement Fund**

Expenses which are not covered include, but are not limited to:

- Hotel accommodations and meals while attending conferences/meetings.
- Parking, mileage, transportation to and from place of instruction.
- Cost of periodicals, reference books, supplies, uniforms and equipment.
- Computer software.
- Professional association registration (funds may be available through department budgets or union sponsored programs such as OFNHP Professional Unit Education Fund).
- Courses and training related to: recreational activities, music, art, dance, religion, physical fitness, drama, hobbies, etc.

### **Instructions for Completing and Submitting Reimbursement Form:**

1. Fill out the form completely. Use "Explanation of Reimbursement" field to list course, seminar, books or other education expenses.
2. Please send completed form along with proof of payment and proof of completion via inter-office mail to Tuition Reimbursement, Human Resources, KPB-13. Reimbursement will be added to your payroll check as non-taxable income.



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3. For further information, go to the My HR Portal online. Under the KP & Me tab, select the Career Development link, and then the Education Assistance link. You will find the most current information and forms for the education programs available to you as a KP employee.
4. Please note that KPNW Tuition Reimbursement Fund is reimbursement fund. The fund does not prepay education expenses.
5. For questions, please email [NW-HRServices@kp.org](mailto:NW-HRServices@kp.org).