MEMORIAL HEALTH SYSTEM
EDUCATION GRANT POLICY

STATEMENT OF POLICY

Memorial Health System is committed to assisting in the education goals and pursuits of employees. This policy currently applies to employees of the following affiliates: Memorial Medical Center, Memorial Health System Corporate, Memorial Home Services, Abraham Lincoln Memorial Hospital, Taylorville Memorial Hospital, Memorial Physician Services, and Memorial Behavioral Health.

The purpose of the Education Grant program is for workforce planning and development. It provides a mechanism to support academic activities that directly relate to the organization’s identified knowledge, skills, and behaviors (organizational competencies), and which support the mission, vision, and values of the organization. The Education Grant program is not an employee benefit, right, or entitlement; it is a program for workforce development.

Use of the Education Grant program shall be identified, described, and documented in the employee’s development plan. This provides a measurable link between the employee’s development and Memorial's workforce needs.

The Education Grant program offers financial assistance for employees to pursue education in exchange for a work commitment once the education is completed. **Education Grants are available to those pursuing health care careers that are deemed critical to the organization’s present or projected staffing needs.** These needs are determined by the Workforce Strategies Advisory Council which is made up of representatives from Organization Development, Workforce Planning, and System Leadership. Grant applications for all careers will be reviewed each application cycle by the Workforce Strategies Advisory Council with a final determination made by the Vice President, Organization Development & Chief Learning Officer.

The Education Grant program is designed to provide financial support to help employees reach their educational goals. Before applying for Memorial’s Education Grant program, employees must complete the Free Application for Federal Student Aid (FAFSA) to determine all alternate sources of financial aid that may be available to them. This includes but is not limited to Pell Grants, Vietnam Veterans Tuition Assistance, Department of Veterans Affairs Education benefits (GI Bill), and college stipends. In the event the employee qualifies for alternate sources of tuition assistance or financial aid, the Education Grant program will pay any remaining amounts not covered by alternative sources, not to exceed the degree program’s maximum as stated in this policy.

The Education Grant program is a partnership between Memorial Health System and the applicant and is not intended to cover all expenses related to the applicant’s education, but rather assist in relieving some of the financial burden. Employees may take advantage of only one type of Memorial Health System Education Assistance at any one time.
GUIDELINES FOR EDUCATION GRANTS

1. There are three Education Grant Application Cycles per year: March 1st, June 1st, and November 1st

2. Grants may be awarded at the following levels:

<table>
<thead>
<tr>
<th>Type of Education</th>
<th>Eligibility</th>
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<tbody>
<tr>
<td>Technical courses, certificate programs, and associate degrees</td>
<td>Verified expenses related to books, tuition, and required course fees not to exceed $5,000</td>
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<tr>
<td>High demand and high cost technical courses, certificate programs, and associate degrees</td>
<td>Verified expenses related to books, tuition, and required course fees not to exceed $8,000</td>
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<tr>
<td>Bachelor degree completion programs (i.e. RN-BSN completion)</td>
<td>Verified expenses related to books, tuition, and required course fees not to exceed $9,000</td>
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<tr>
<td>Bachelor degrees</td>
<td>Verified expenses related to books, tuition, and required course fees not to exceed $12,000</td>
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<tr>
<td>Bachelor Degree, Nursing</td>
<td>Verified expenses related to books, tuition, and required course fees not to exceed $25,000</td>
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<tr>
<td>Accelerated pre-licensure second bachelor degrees</td>
<td>Verified expenses related to books, tuition, and required course fees not to exceed $15,000</td>
</tr>
<tr>
<td>Graduate degrees</td>
<td>Verified expenses related to books, tuition, and required course fees not to exceed $20,000</td>
</tr>
<tr>
<td>High demand and high cost graduate degrees</td>
<td>Verified expenses related to books, tuition, and required course fees not to exceed $30,000</td>
</tr>
</tbody>
</table>
3. Other Financial Assistance
   a. Employees who receive grants, scholarships, tuition discounts, and Veteran’s Administration benefits should fully utilize these sources of assistance prior to requesting Memorial’s Education Grant program.
   b. All financial aid must be disclosed during the Education Grant application process.

4. Employee Eligibility
   a. May be Full-Time, Part-Time, or Per Diem with the intent to work Full-Time or Part-Time (.4 FTE, benefit eligible) upon completion of education program.
   b. Successful completion of 6 months of employment with favorable performance evaluation.
   c. Non-employees who have been recommended for Education Assistance by department leaders are encouraged to apply for employment in order to meet the qualifications of the Education Assistance program or, if eligible, to apply for Memorial’s External Student Scholarship program.
   d. Cannot have an active corrective action on file.
   e. Cannot be actively receiving any other Memorial Health System sponsored financial assistance (i.e., tuition reimbursement, loan forgiveness, etc.).
   f. Demonstrate behaviors consistent with Memorial’s Behavioral Standards and policies.
   g. All coursework must be performed on employee’s own time. It is expected that education activities not interfere with the employee’s work, and unsatisfactory job performance during enrollment may result in forfeiture of all benefits provided under this program. Education leave may be available on a case-by-case basis.
   h. Must complete an Academic Advising session with Workforce Development prior to application. (Academic Advising Request form can be found HERE.)
   i. Must successfully complete Memorial’s Education Assistance CBL prior to application.
   j. Letter of recommendation from direct supervisor must be secured prior to applying for an Education Grant.
   k. Denial of participation in the Education Grant program is not grievable, except on grounds of discrimination.

5. Academic Coursework Eligibility
   a. Program must be related to the employee’s present job or to prepare the employee for future advancement at Memorial.
   b. Pre-requisite classes that are required to be completed before students can enroll in an academic program must be completed prior to applying for the Education Grant program. If Education Assistance is needed for pre-requisite courses, please see Tuition Reimbursement Policy HERE. Academic programs that allow for the completion of pre-requisite courses concurrently with the core courses will be considered eligible for consideration under the Education Grant program.
   c. Applicants’ selected education institution and program of study must both be fully accredited. Please follow this link to search for your education institution’s accreditation status. (See APPENDIX A for accreditation requirements.)
   d. Programs of study through for-profit institutions are discouraged.
   e. Certificates and/or fellowships conducted by an appropriately accredited academic or professional organization may be considered appropriate with System Leadership Team representative approval and will be reviewed on a case-by-case basis by the VP of Organization Development and Chief Learning Officer.
6. Professional Development Coursework
   a. This type of education is not supported through Memorial’s Education Grant Policy.
   b. Financial assistance for professional certification coursework may be available through an employee’s respective department. Such support is considered on a case-by-case basis and requires Department Manager as well as System Leadership Team representative approval.

7. Application Process
   a. Prior to applying, employee will conduct a meeting with their direct supervisor to discuss his/her development plan as it relates to career objectives and organizational needs. Supervisor will complete a letter of recommendation on behalf of the applicant.
   b. Prior to applying, employee will fill out academic advising request via online form (HERE) to meet with a representative of the Organization Development Department to discuss career objectives and academic goals.
   c. Employee completes the online Education Grant Application through the TuitionManager Portal with the following items attached.
      - Employee must provide verifiable documentation of total program costs. Acceptable forms of documentation include any formal correspondence from the school that identifies program costs. PLEASE NOTE: Under no circumstances will Memorial Health System provide education assistance that exceeds total program costs. This includes the combined total of tuition reimbursement, scholarships, grants and loan forgiveness.
      - Documentation of all core classes in the selected program of study with projected dates of enrollment.
      - Acceptance letter.
      - Financial Aid Award letter.
      - Letter of Recommendation from direct supervisor.
      - Most recent transcripts or most recent degree.
   d. Applicant must have a cumulative grade point average of at least 2.50 on a 4.0 scale and must have attained no lower than a “B” average in core classes completed at the time of application.
   e. Employee must submit the application and all required attachments via the online application portal (TuitionManager) by the application deadline (November 1, March 1 or June 1).
   f. Applicants whose course of study will result in a potential change in position may be interviewed by the System Leadership Team representative or other administrator qualified to evaluate the applicant’s potential to fill the role for which he/she is studying.
   g. The Organization Development Department will review all applications for completeness.

8. Review and Approval Process
   a. All applications will be reviewed by the Workforce Strategies Advisory Council within 60 days of each application cycle (March 1, June 1, November1).
   b. Decisions will be rendered based on the following criteria:
      - Education preparation will lead to a position that meets a business and/or strategic need of the organization.
      - There is funding available to support the grant.
      - The applicant meets all eligibility requirements
   c. Applicants will be then notified of their acceptance or denial for an Education Grant.
9. Education Grant Disbursements
a. Education Grants are not paid in lump sum amounts. Payments are made over the course of the degree program.
b. Grant disbursements are processed one pay period per month.
c. Students must furnish grade reports to the Organization Development Department via the TuitionManager portal in alignment with the disbursement schedule that will be determined during the contract meeting.
d. Upon receipt of grades, please allow up to two pay periods for processing.
e. In order to receive a disbursement the following eligibility requirements must be met
   - Student must maintain Full-Time or Part-Time academic status
   - Student must maintain a 3.0 overall GPA and a minimum of a “B” average in core classes for each semester of academic study. If student fails to meet this requirement, their next scheduled disbursement will be forfeited.
   I. Student will then have a probation period of 1 semester to achieve the GPA requirement. If they achieve the 3.0 GPA that next semester, their disbursement schedule will begin with next scheduled disbursement. (Please Note: The forfeited disbursement cannot be recovered and the total amount of the grant will be adjusted to reflect the forfeiture.)
   II. If the minimum GPA is not achieved after the one-semester suspension of funding, the student will be in default of the grant agreement and will be contacted by the Workforce Development Department to create a repayment plan for any monies previously disbursed.

10. Education Grant Work Commitment
a. To receive grant funding, recipients must sign a contract agreeing to a work commitment with Memorial Health System upon completion of their course of study. Recipients will be scheduled to meet with the Education Assistance Program Facilitator to review the contract prior to signing.
b. If the employee separates from the organization prior to completing the work commitment, they will be responsible for repaying a pro-rated amount of the total award. For example, if an employee commits to 8,320 hours of work for an award of $10,000 and only works 6,240 hours, that employee must repay $2,500.
c. The work commitment will begin when the employee completes the education requirements and is awarded a degree.
d. The work commitment is as follows:
   - For every $2,500 received there will be a work commitment of 2,080 hours, not to exceed a maximum of 10,400 hours.
   - Work commitments are prorated based upon the actual amount of the award. For instance, an award of $3,500 will require a commitment of 2,912 hours.
e. At the completion of the degree, the student will furnish their final transcript/diploma to the Organization Development Department within 30 days of completion.
f. While under the work-commitment, recipients are required to notify the Organization Development Department of any employment status changes to discuss how the change might impact the work commitment.
g. Once in a work commitment the employee must maintain Full-Time or Part-Time (.4 FTE, benefit eligible) employment status. A change in status to below .4 FTE will require the employee to enter into a repayment plan.

* In no event shall Memorial Health System be required to offer a position to the student upon completion of his/her studies.
11. Tax Implications
   b. Grant dollars will become taxable income on a prorated basis at the completion of each year of the obligated work commitment. Employees will not be subject to federal income tax on grant dollars received from Memorial up to $5,250 in a given year. However, Memorial will report as income and withhold applicable taxes on grant dollars exceeding $5,250 in a given year.
   c. Employee acknowledges and understands that receipt of an Education Grant may be taxable income to the student depending upon current tax laws, and employee should consult with his/her tax advisor regarding income tax implications of an Education Grant and how it may affect his/her personal situation now or in the future based upon current and future tax laws which could govern the tax treatment of amounts covered under an Education Grant.

This policy has been reviewed and approved by:

Aimee J. Allbritton, PhD
Vice President, Organization Development
and Chief Learning Officer

Tuition Assistance policy reviewed - July 2000
Education Grants policy approved - January 2001
Policies combined and approved - September 2000
Review and Revised - February 2005
Review and Revised – August 2006
Review and Revised – August 2007
Review and Revised – November 2007
Review – April 2009
Review and Revised – September 2010
Review and Revised – February, 2011
Review and Revised – April, 2013
Review and Revised – June, 2013
Education Grant Policy, Review and Revised – March, 2017
Appendix A

Approved Discipline-specific Accrediting Agencies and Institutional Accrediting Bodies

Institutional Accreditation: Regional accreditation is the most basic accreditation an institution should have. This accreditation encompasses the entire college or university and is referred to as an institutional accreditation. This type of accreditation shows that the entire institution is contributing towards achievement.

Students applying for education assistance must provide documentation that their chosen institution is accredited by one of the following regional accrediting bodies:

- Middle States Association of Colleges and Schools/Middle States Commission on Higher Education (MSCHE)
- North Central Association of Colleges and Schools The Higher Learning Commission (NCA-HLC)
- New England Association of Schools and Colleges Commission on Institutions of Higher Education
- Northwest Commission on Colleges and Universities (NWCCU)
- Southern Association of Colleges and Schools (SACS) Commission on Colleges Western Association of Schools and Colleges
- Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU) Western Association of Schools and Colleges
- Accrediting Commission for Community and Junior Colleges (WASC-ACCJC)

Program Accreditation: In addition to institutional accreditation, students must show documentation that their chosen program of study is accredited by one of the following accrediting bodies. If applying for an education grant to study a discipline other than one listed in the table below, the applicant must work with his/her System Leadership Team Representative and the Organization Development Team to review and confirm an acceptable accreditation similar in rigor to the others approved.

The disciplines listed in the table below are currently viewed as mission-critical to the System; however, MHS workforce needs will be evaluated on an ongoing basis. Applying for education assistance for one of these fields does not guarantee funding but rather allows for prioritization of applications. Applications for financial assistance for study in a field outside of the ones listed will be reviewed on an individual basis to determine need within MHS.
Table 1
Approved Accrediting Bodies for Education Programs Funded by Education Assistance at Memorial Health System

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Approved Accrediting Body/Bodies</th>
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<tbody>
<tr>
<td>Nursing</td>
<td>- Commission on Collegiate Nursing Education (CCNE)</td>
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<td></td>
<td>- National League for Nursing Accrediting Commission (NLNAC)</td>
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<tr>
<td></td>
<td>- Council of Accreditation of Nurse Anesthetists (COA)</td>
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<tr>
<td>Physical Therapy</td>
<td>- Commission on Accreditation of Physical Therapy Education - branch of American Physical Therapy Association (APTA)</td>
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<tr>
<td>Physical Therapy Assistant</td>
<td>- American Speech Pathology &amp; Hearing Association (ASHA)</td>
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<tr>
<td>Medical Diagnostic Sonography</td>
<td>- Commission on Accreditation Allied Health Education Programs (CAAHEP)</td>
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<tr>
<td>Surgical Technology</td>
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<tr>
<td>Cytotechnology</td>
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<tr>
<td>Radiologic Technology</td>
<td>- Joint Review Committee on Education in Radiologic Technology (JRCERT)</td>
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<tr>
<td>CT Technology</td>
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<tr>
<td>MRI Technology</td>
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<tr>
<td>Ultrasound Technology</td>
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<tr>
<td>Pharmacy</td>
<td>- Accreditation Council for Pharmacy Education (ACPE)</td>
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<tr>
<td>Clinical Laboratory Science</td>
<td>- National Accrediting Agency for Clinical Laboratory Sciences (NAACLS)</td>
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<tr>
<td>Medical Coding</td>
<td>- American Academy of Professional Coders (AAPC)</td>
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<tr>
<td></td>
<td>- American Health Information Management Association (AHIMA) – branch of Commission on Accreditation for Health Informatics and Information Management (CAHIIM)</td>
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<tr>
<td>Data Analytics Accounting</td>
<td>- Association to Advance Collegiate Schools of Business (AACSBB)</td>
</tr>
<tr>
<td>Accounting</td>
<td>- Accreditation Council for Business Schools and Programs (ACBSP)</td>
</tr>
</tbody>
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