



Tuition Reimbursement & Assistance Benefit Frequently Asked Questions

1. What is the purpose of Denver Health’s tuition reimbursement & assistance?

The Tuition Reimbursement benefit supports formal academic education taken at accredited colleges and universities, as well as specified certifications. Its purpose is to promote skill and career development, while also increasing employee’s retention and satisfaction by providing financial support for educational pursuits. However, Denver Health makes no guarantee that participation in this program entitles the employee to advancement, a different job assignment, or a pay increase.

2. What is the maximum reimbursement and assistance amount?

The maximum annual amount is based on an employee’s FTE and degree or certification type when they begin and complete the course. Maximum lifetime amount for all employees is \$15,000.00.

FTE	Reimbursement	Up to Bachelor Degree Amount	Master/PHD Amount
1.00	100%	\$2,500	\$3,500
0.90	90%	\$2,250	\$3,150
0.80	80%	\$2,000	\$2,800
0.75	75%	\$1,875	\$2,625
0.70	70%	\$1,750	\$2,450
0.60	60%	\$1,500	\$2,100
0.50	50%	\$1,250	\$1,750

3. When am I eligible to receive tuition reimbursement & assistance?

Employees occupying a benefit-eligible position of 0.50 FTE or greater for a minimum of 90 days prior to (or on the first day of the class as defined by the published school calendar). Employee’s reimbursed or assistance amount will be based on their FTE status at the completion of class.

4. After receiving tuition reimbursement or assistance are there any obligations?

Employees who are approved for tuition reimbursement or assistance agree to stay employed with Denver Health in a benefit eligible position (status of 0.50 or greater) for 12 continuous months after the class ends. Employees who transfer to an intermittent status or resign from Denver Health before meeting this requirement will owe the money that was received for reimbursement or assistance in full. This amount is not pro-rated.

5. Are DHHA employee family members eligible for tuition reimbursement & assistance?

No, the tuition reimbursement & assistance benefit is only for employees.

6. Are CSA Employees eligible for tuition reimbursement and assistance from Denver Health?

CSA employees are not eligible for this benefit as they do not receive Denver Health benefits.

7. How do I apply for tuition reimbursement & assistance, obtain a preapproval?

Employees wishing to apply for tuition reimbursement are encouraged to verify eligibility prior to the start of your course by submitting an electronic Tuition Reimbursement Application that is available on-line through The Pulse: <http://tuitionreimbursement/>.

Employees who are seeking an approved certification and would like to receive tuition assistance, must complete the Tuition Reimbursement Application that is available on-line through The Pulse: <http://tuitionreimbursement/>. Employee must indicate on the application that they would like to receive 50% tuition assistance for the qualified certification and include supporting documentation regarding the cost of the program.

Within 120 days from course being completed, you must upload the following documents within the initial pre-approval request that was submitted on The Pulse; proof of cost of tuition (itemized invoice), proof of payment, final grades, and required book receipts (syllabus with proof that books were required). Please note a preapproval does not guarantee a reimbursement. **Denver Health reimbursement includes cost for tuition, registration, books and labs only all other fees are employee's responsibility.**

8. How does the tuition reimbursement and assistance benefit paid to the employee?

Approved funds are disbursed along with employee's paycheck. When all required paperwork has been received, reviewed and approved by the Benefits Team, employee will receive notification with timeframe to expect refund. **This benefit reimburses for expenses in excess of scholarships, stipends, grants or other educational assistance** (except student loans). Funds received will align with year in which payment is made.

9. What courses and degrees are covered?

To qualify under the tuition reimbursement benefit, a degree must be pursued through an accredited educational institution, such as a college or university. Certifications that qualify for tuition reimbursement and assistance must be a qualified certification listed in the Tuition Reimbursement & Assistance Policy attachment.

10. Is there a career opportunity within Denver Health when a degree is obtained?

Denver Health does not guarantee job placement solely based upon completion of a course or degree program. Employees may apply for positions based upon their skills, experience levels and qualifications for the open position.

11. How long does it take to get reimbursed or assistance after I submit my paperwork?

The Benefits Team will review your request within 30 business days from receiving all the required documents. (May be longer, if administratively necessary). Employees should not consider this benefit the process of "receiving funding" prior to the next semester.

12. Is tuition reimbursement and assistance I receive considered taxable income?

Tax laws often change. Employees may want to consult their personal tax advisor about current tuition assistance taxability. In general, job-related courses for either undergraduate or graduate

work are not currently taxable under Section 127 or Section 162 of the tax code. Non-Denver Health related courses/degrees may or may not be taxable based upon the current tax codes.

13. Who do I contact for assistance with the Tuition Reimbursement & Assistance benefit?

Submit a case ticket via [Cherwell](#) ([Help](#) button located in your Denver Health computer desktop) or call 303-602-6947, option 2.