



University of Kentucky / UK HealthCare Nursing Policy and Procedure	Policy # NU09-29
Title/Description: Tuition Payment for Nursing employees	
Purpose: To provide tuition payment for Chandler Hospital, Kentucky Children’s Hospital, and UK HealthCare Good Samaritan Hospital nursing employees pursuing a degree in Nursing at a fully Accredited Program of nursing.	

- [Policy](#)
- [Procedure](#)
- [Eligibility](#)
- [Repayment of Tuition](#)
- [Persons and Sites Affected](#)
- [Policies Replaced](#)
- [Effective Date](#)
- [Review/Revision Dates](#)
- [Table 1: Maximum Credits per Semester](#)

Policy

This policy applies to full-time FTE nursing employees and nurses:

1. Who work 0.5 FTE and greater and attend any collegiate institution; or
2. Who work full-time and attend a non-public Kentucky collegiate institution.

Such nursing employees are eligible to apply. Applicants shall meet admission requirements for the college of enrollment. An employee on probation on the first day of class shall not be eligible for tuition benefits.

Procedure

Eligibility

1. Eligibility for tuition payment is based on staff classification, employment status, and length of employment with Nursing Services. See below *Table 1: Maximum Credits per Semester* for the maximum credits per semester which shall be paid.
2. All fees are excluded.
3. Tuition payment for programs other than the University of Kentucky shall be paid at the lesser of UK cost per credit hour or cost per credit hour at institution attended.

Repayment of Tuition

1. Repayment of Tuition cost shall be expected if:
 - (a) The employee does not maintain a C average for undergraduate or B average for graduate studies;
 - (b) The employee fails to submit a transcript of grades upon request to the Director Nursing Fiscal Affairs;
 - (c) The employee fails to continue to work within the department for at least one year equivalent of FTE after the end of their final contracted class. Interest shall be added to cost of tuition if not repaid immediately upon default; or
 - (d) The course is dropped before completion.
2. The employee shall sign a Contract for Tuition Payment at the time of application.

Persons and Sites Affected <input type="checkbox"/> Enterprise <input type="checkbox"/> Chandler <input type="checkbox"/> Good Samaritan <input type="checkbox"/> Kentucky Children's <input type="checkbox"/> Ambulatory <input checked="" type="checkbox"/> Department Nursing	
Policies Replaced <input type="checkbox"/> Chandler HP <input type="checkbox"/> Good Samaritan <input type="checkbox"/> Kentucky Children's CH <input type="checkbox"/> Ambulatory KC <input type="checkbox"/> Other	
Effective Date: 09/1/2017	Review/Revision Dates: 4/1988; 4/2011; 06/23/2014; 9/1/2017
Approval by and date: Signature _____ Date _____ Name Kathy Isaacs, Director, Nursing Professional Development, Review Team Leader Signature _____ Date _____ Name Colleen Swartz, Chief Nursing Executive / Chief Administrative Officers	

Table 1: Maximum Credits per Semester

Staff Classification	Status	Minimum Length of Employment	Maximum Credits per Semester			
			ADN	BSN	MSN	Nursing Doctorate
RN	Full Time or WEPP	6 months of service before beginning of class and successful completion of probation	N/A	6	6	6
	Less than Full-time but ≥ 0.5 FTE	1 year of service before beginning of class and successful completion of probation	N/A	3	3	3
		3 years of service before beginning of class	N/A	4	4	4
LPN	Full Time	6 months of service before beginning of class and successful completion of probation	6	6	N/A	N/A
	Less than Full-time but ≥ 0.5 FTE	1 year of service before beginning of class and successful completion of probation	3	3	N/A	N/A
		3 years of service before beginning of class	4	4	N/A	N/A
All others	Full Time	2 years of full time employment. Shall be working full time.	6	6	N/A	N/A