



Evergreen's Tuition Assistance Benefit

Who is eligible?

Evergreen provides tuition assistance to employees that have completed 6 months of employment and are working an average of 24 or more hours per week.

Tuition assistance for a CNA course may be available to employees that are working less than an average of 24 hours per week.

What is available?

- Employees working between 24 and 39 hours per week will be eligible for \$1,500 per calendar year for tuition assistance, based on available funds, with a lifetime maximum of \$4,500.
- Employees working 40 hours per week will be eligible for \$3,000 per calendar year for tuition assistance, based on available funds, with a lifetime maximum of \$9,000.

What courses apply?

- Eligible courses must be taken at an accredited two or four-year educational institution. This includes on-line programs with an accredited institution.
- Courses of study must be job-related or mutually beneficial for the employee and Evergreen, and lead to a specific diploma, associate, bachelors, or master's degree needed by Evergreen. This excludes seminars, workshops, and special training.
- Classes leading to certifications are excluded *except* for programs directly related to health care that are approved by Human Resources (i.e. Certified Nursing Assistant).

How do I apply for tuition assistance?

The Tuition Assistance Request form is available from the Human Resources office.

How to I receive reimbursement?

To receive reimbursement, you must satisfactorily complete the coursework with a grade of "B" or better for undergraduate and a grade of "A" or better for graduate coursework. Completion of the course must be verified with proof of tuition costs (book costs and other fees do not apply) and reimbursement amounts will be based average hours worked at the time that reimbursement is requested.

**If you have questions about this benefit, please contact
Erin Sanders, Vice President Human Resources
920.237.2132
esanders@evergreenoshkosh.com**