



**Cheyenne Regional**

We Inspire Great Health!

214 East 23rd Street • Cheyenne, WY 82001 • (307) 633-7871 (Human Resources) • [www.cheyenneregional.org](http://www.cheyenneregional.org)

### Education Assistance Application

Please complete the application prior to the program starting and submit to [Human.Resources@crmcwy.org](mailto:Human.Resources@crmcwy.org). Along with your application please submit your course criteria for your program.

Employees only need to submit one application for each degree.

_____	_____	_____
Last Name	First Name	Employee ID
_____	_____	_____
Job Title	Department	Date of Hire
_____	_____	
Title of Degree	Name of University / College	
_____	_____	
Course Start Date	Estimated Graduate Date	

Are you using student loans?  Yes  No    Have you been rewarded a grant?  Yes  No

Have you received a scholarship or refund?  Yes  No

Are you planning to use a Payment Plan?  Yes  No

If yes, please submit a copy of your payment plan.

### Policy Overview and Agreement

Cheyenne Regional reserves the exclusive right to amend or terminate this program and to determine the eligibility criteria.

#### Eligible Employees:

- Employees classified as regular full-time or regular part-time for at least the past 120 days prior to the class start date.
- Employees must be free from receiving any corrective action in the past 120 days.

#### Program requirements:

- Employees must submit an Education Assistance Application prior to the program courses starting for each degree. Applications must include a full breakdown of classes required to graduate.
  - If there are any required changes to the courses for the degree, you must alert Human Resources at [Human.Resources@crmcwy.org](mailto:Human.Resources@crmcwy.org) of the course changes within 30 days of the course(s) starting. An updated course list for graduation must be provided along with the notification.

- Only one Education Assistance Application needs to be submitted for each degree. At the conclusion of each semester/term/course(s), an Education Assistance Reimbursement Form must be submitted with the below required documentation to be considered for reimbursement.
- Degrees that support Cheyenne Regional's mission and business operations will be considered for education assistance.
- Only courses that are going towards a degree will be considered.
  - Courses that go towards a certification will not be accepted.
- Courses must be through an accredited University or Community College.

#### **Reimbursement:**

- Full-time staff may receive reimbursement up to \$5000 per fiscal year (July 1 – June 30)
- Part-time staff may receive reimbursement up to \$3000 per fiscal year (July 1 – June 30)
- Reimbursement will only be provided for tuition/cost of the course, lab fee(s) and textbook(s).
- Employees will not be reimbursed for scholarships or grants.
- The reimbursement form must match the classes that were approved in the application process.
- Reimbursement will be at a rate of 100% up to an annual maximum allowance for full-time or part-time staff. A grade of C or better, Pass/Satisfactory is required for reimbursement.

#### **Reimbursement Process:**

- Reimbursement forms must be submitted within 90 days of the courses ending.
- Reimbursement forms must be completed for all courses.
- The following information must be provided with the reimbursement form:
  - Transcripts showing final grades
  - Receipts for tuition, lab fees, and textbooks
  - Full account summary statement from school

#### **Commitment:**

- Employees who have received educational assistance agree to continue employment at Cheyenne Regional based on the amount of assistance received:
  - \$1 - \$1500 a six (6) month commitment
  - \$1501 - \$3000 a 12-month commitment
  - \$3001 - \$5000 an 18-month commitment
- The commitment period begins after successful completion of approved course(s).
- Commitment periods are extended for each amount of assistance received.
- Leaving employment prior to the end of the commitment period will require repayment of assistance received on a pro-rated basis.

By signing below, you agree to the above information and the Education Assistance Program and Agreement Policy (4.06.003). You authorize Cheyenne Regional to withhold any repayment amount from your final paycheck (including accrued PTO that might otherwise be payable to you) less all retirement contributions, withholdings, and deductions required by law and permitted by Cheyenne Regional's payroll practices. If there is a remaining balance, you agree to pay the balance within 30 days of your departure. If it becomes necessary for Cheyenne Regional to institute legal proceedings to enforce repayment of the amount owed by the employee, the employee will agree to pay all reasonable costs and attorneys' fees incurred by Cheyenne Regional.

**PLEASE NOTE:** Your employment with Cheyenne Regional is at-will and either you or Cheyenne Regional may terminate the relationship at any time. This letter is not intended to constitute a contract of employment, either express or implied. Nothing in this letter will be construed to alter the at-will nature of the employer-employee relationship between you and Cheyenne Regional.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Manager

\_\_\_\_\_  
Date

\_\_\_\_\_  
VP

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Manager

\_\_\_\_\_  
Date