



University of Kentucky / UK HealthCare Nursing Policy and Procedure	Policy # NU09-29
Title/Description: Tuition Payment for Licensed Nurses	
Purpose: To provide tuition payment for licensed nurses working within Nursing Services and pursuing an additional degree in Nursing.	

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Definitions

Nursing Services

Nursing Services includes any employee (licensed nurse for the intent of this policy) with a reporting line to the Chief Nurse Executive.

New Hire Orientation

A period of orientation shall be required of each new regular staff employee beginning the first day of employment and continuing 90 calendar days.

Policy

This policy applies to 0.5 or greater FTE licensed nurse employees working within Nursing Services pursuing an additional nursing degree at any fully accredited (CCNE or ACEN) collegiate institution other than the University of Kentucky.

Applicants shall meet admission requirements for the college of enrollment prior to applying for tuition payment.

Maximum credit hours shall be paid at 6 credit hours per semester for traditional programs and the equivalent of 18 credit hours per rolling 12 month period for non-traditional programs. Payment shall be made at the lesser of currently posted cost per credit hour at the University of Kentucky or institution attending. All fees other than tuition are excluded. This includes but not limited to books, equipment, application, graduation, technology, late fees and all other mandatory course fees.

Each credit hour paid accrues one month work back obligation at the same FTE or higher in a nursing position that reports up through the office of the Chief Nurse Executive. Fulfillment of the **total** accrued work back obligation begins the date degree is awarded or the end of the last semester funded. Participants in the program will have a work back obligation not to exceed 24 months. Failure to complete work back obligation is subject to repayment as outlined below. Work back obligation applies irrespective of the availability of a position for the degree selected.

Procedure

Eligibility

1. Applicant must be a licensed nurse (RN, LPN).
2. Applicant must have successfully completed New Hire Orientation, completed at least 6 months of service and have no corrective actions (written warning or higher for any policy) in the preceding 12 months.
3. Applicant must be working in a position that provides direct patient care or in a nursing leadership or support position (such as Staff Development Specialist, Nurse Recruiter, Clinical Nurse Special, Clinical Nurse Expert, etc.). To qualify, working position must report up through the office of the Chief Nurse Executive.
4. Applicants requesting additional funding under this policy to participate in a new program prior to completion of any work back obligation are subject to review/approval by Senior Nursing Leadership.

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 an unofficial transcript of grades for the prior semester with each contract submitted **AND** an official transcript each August while participating in the program;
 - (c) The course is dropped before completion;
 - (d) The employee fails to continue to work within Nursing Services, or within UK if a newly graduated Nurse Practitioner, or other role approved through the Chief Nurse Executive's office to meet work back requirement noted above.
 - (i) If the employee takes a lower FTE position they may continue to work back obligation as required up to the equivalency of 24 months (i.e., every 1875 hours worked will equal 12 months).

Process

1. Employee completes the [“Application for Tuition Payment”](#) and forwards as instructed on the form as soon as accepted into program or at least 8 weeks/40 business days prior to when payment is due to school. Incomplete forms WILL NOT be processed.
 - (i) Employee completes only one (1) [Application for Tuition Payment](#) per degree sought.
2. The Operations Fiscal Affairs Office (OFAO) will compile all new completed requests on the last business day of each month and submit to the Nursing Tuition Payment Committee.
 - (a) The Nursing Tuition Payment Committee will meet monthly to review all completed requests. Committee will approve or deny based on established criteria and available funding. Applications for academic terms or program starts that begin on or after June 1, 2021 for comparable programs available through the UK College of Nursing and/or supported through the UK Employee Education Program (EEP) may be denied to more effectively utilize available programs and funding sources. Participants approved under this policy for academic terms or program starts prior to June 1, 2021 under prior agreement as long as all other conditions for continued funding are met.
 - (b) Available funding and decision criteria will be reviewed at least annually by the Committee and approved by the Chief Nurse Executive and Senior Nursing Leaders for each fiscal year.
4. All requests will be returned to the OFAO for further processing.
 - (a) OFAO will notify each applicant of their status and approved payment options.
 - (b) A [Contract for Tuition Payment](#) will be provided to each newly approved applicant. Payment will be forwarded directly to the school upon receipt of each signed contract
 - (i) A new [Contract for Tuition Payment](#) must be submitted a minimum of 20 business days before beginning of class for each term/semester.

Persons and Sites Affected

Enterprise Chandler Good Samaritan Kentucky Children's Ambulatory Department Nursing

Policies Replaced

Chandler HP Good Samaritan Kentucky Children's CH
 Ambulatory KC Other

Effective Date: 6/1/2021

Review/Revision Dates: 4/1988; 4/2011; 06/23/2014; 9/1/2017; 12/3/2018; 5/28/20; 12/7/20

Approval by and date:

Signature _____ Date _____

Name Rebecca Garvin, Director Enterprise Nursing Development, Review Team Leader

Signature _____ Date _____

Name Kathy Isaacs, Assistant Chief Nurse Executive

Signature _____ Date _____

Name M. Gwen Moreland, Chief Nurse Executive