Tuition Reimbursement

Wellstar HEALTH SYSTEM

Introducing CareerCare

At Wellstar, we want you to explore more and achieve more. That's why we're excited to introduce you to our new professional development hub, CareerCare.

CareerCare is a centralized resource to help you plan your career path at Wellstar and take advantage of the education benefits available to you. Whether you want to expand your skills, earn a degree or start a new career journey, CareerCare has something for everyone.

Who is eligible for tuition reimbursement programs?

- All active full-time and part-time team members are eligible after 6 months of continuous employment.

- Team members are required to have a performance rating of three or above on the most recent performance evaluation.

Getting started with a tuition reimbursement program

Follow this step-by-step guide if you are already participating in tuition reimbursement and need to continue with Guild.

1. Go to reimbursement.guildeducation.com to log into your account with Guild and complete your profile.

2. When prompted with the question, "Which statement best describes you?" make sure to click **"I am already enrolled in a university or school."**

3. You will then be prompted to provide your school and program information to determine what funding option you are now a part of with Guild.

How does payment work for tuition reimbursement?

I created an account with Guild and noticed my program is listed in the Guild catalog. What should I do?

This means your program is now eligible for Fully Funded Tuition for Career Pathways. Wellstar will fully fund your tuition and submit payment directly to your school (i.e., you will no longer need to apply for reimbursement for Wellstar funding support). You must complete a Guild application and if your Guild application is approved, Wellstar will pay your school directly for future terms as long as you remain eligible for the benefit.

If your school and/or your program is still outside of the Guild catalog, rest assured <u>existing programs will continue to be supported through tuition reimbursement.</u> You'll pay tuition and expenses upfront and submit a tuition reimbursement application and reimbursement request to Guild each term. Guild will facilitate tuition reimbursement after your eligibility has been confirmed and your reimbursement request is approved, up to your annual funding limit.

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Tuition reimbursement annual funding limits:

- $4,000 for full-time team members or $2,000 for eligible part-time team members for undergraduate degree courses*
- $4,500 for full-time team members or $2,250 for eligible part-time team members for graduate degree courses*

If applicable, grants and scholarships are applied to tuition and fees before employer funding. Education assistance totaling more than $5,250 is subject to taxation.

When can I expect reimbursement?

Wellstar will reimburse you within 2–3 pay cycles after the tuition reimbursement request is approved. This will appear in your paycheck for that period.

What are the Guild funding year submission deadlines?

For funding to count toward your annual funding limit in the current calendar year, **reimbursement requests must be approved by 12/01**. All requests submitted after 12/01 will count towards you next year annual funding limit. You will receive a reminder email from Guild to submit your reimbursement requests before 12/01. Subsequent funding year submission deadlines will be determined at the beginning of each calendar year and communicated to team members.

Financial considerations for tuition reimbursement

What expenses are covered through tuition reimbursement?

- **Enrollment Fees:** These are expenses such as transcripts and application fees. Wellstar will reimburse team members for the cost of these up to an annual funding limit of $2,000. Note, this funding is not separate from the funds outlined in the annual funding limits.

Submit receipts and a course syllabus through Guild at reimbursement.guildeducation.com 14 days after term start and no later than 60 days of program or course completion. Reimbursement will be provided via Wellstar payroll and will appear within 2–3 pay cycles.

Is my fully funded program through Wellstar taxable?

Under Section 127 of the Internal Revenue Code, individuals may receive up to $5,250 per calendar year in employer-provided educational assistance tax-free for federal income tax purposes. Employer-provided educational assistance in excess of $5,250 in a calendar year will be treated as taxable income to the employee for federal income tax purposes.

If you exceed this amount in a calendar year, Wellstar will not provide a gross-up on your paycheck to cover the withholding taxes owed on the amount in excess of $5,250.

Most states, but not all, exempt up to $5,250 per calendar year in employer-provided educational assistance and student loan repayment benefits. In states that do not mirror Section 127, the full amount of educational assistance is fully taxable for state income tax purposes.

For more information, [read this article on Guild's Help Center](#) or contact a tax advisor.

Academic requirements for tuition reimbursement

What documentation is needed for Guild to approve my tuition reimbursement request?

After your eligibility for reimbursement is confirmed, you will upload documents to your reimbursement request. You can do this starting 14 days after term start and no later than 60 days after the term ends. These documents include:

- Unofficial transcript for degree programs, or proof of enrollment for certificates/certifications. The transcript needs to include:
  - Your name
  - School name/initials
  - Term dates or dates of program (e.g., fall 2023)
  - Course names/codes
  - Credits per course (if applicable)
  - Program/certificate name
  - Degree level (if applicable)

- Itemized tuition bill with proof of payment
  - Your name
  - School name/initials
  - Term dates or dates of program (e.g., fall 2023)
  - Program/certificate name
  - All charges and payments for the term
  - Course syllabus and receipts for required books and supplies expenses

You will get an email from Guild when it's time to submit your tuition expenses. This will be about two weeks after your term start date. If anything is missing or additional documents are required, the Guild team will reach out to you.

Is there a limit to the number of courses I can take per term?

Term limits vary based on each learning partner and program. Team members should work with their learning partner and to understand the course limit per term.

Is there a limit to how many programs I can take at a time?

Team members are permitted to participate in multiple Wellstar-sponsored programs at a time regardless of program type, up to the annual funding limit. Team members can enroll in a double major or a major/minor within an approved field of study.

Are there minimum course load requirements?

No, there are no minimum course load requirements for team members.

What is cGPA?

Guild checks your cumulative GPA (cGPA) at the beginning of your term rather than checking each course grade at the end of your term. You do not need to submit proof of course completion or final grades to Guild if you are submitting for reimbursement.

Is there a grade requirement to remain eligble?

To remain eligible for your education benefit, team members must maintain a cumulative grade point average (cGPA) of 2.0 or higher for undergraduate programs and a cGPA of 3.0 or higher for graduate programs. Your cGPA will be checked at the start of each term per Guild's standard academic progress requirements. All team members with a cGPA of less than 2.0 for undergraduate programs or a cGPA of less than 3.0 for graduate programs will be responsible for payment until the cGPA exceeds the relevant threshold.

Get started now!
Create your account today at wellstar.guildeducation.com

For more information, email reimbursement@guildeducation.com or click "Contact Guild Support" on wellstar.guildeducation.com.

After you've created an account, Guild Support specialists are standing by to assist you.

Call 1-800-985-4027 toll-free between 9 am – 9 pm ET.

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