

District 1199C Training & Upgrading Fund Up Front Tuition Assistance Procedures/Agreement

The District 1199C Training and Upgrading Fund's Board of Trustees has approved the possibility of up front tuition payments for District 1199C members who are eligible for tuition reimbursement.

The following terms apply to District 1199C members who are covered employees under the District 1199C Training & Upgrading Fund's educational benefit plan. Union membership is defined as being employed in a bargaining unit represented by District 1199C Philadelphia Hospital and Health Care and paying dues to District 1199C. Payment of dues applies only to bargaining units where union membership is a condition of employment. Employees will be considered a member of the union in good standing if they tender periodic dues and initiation fees uniformly as a condition of employment.

In the case of eligible District 1199C members, the District 1199C Training & Upgrading Fund will advance tuition and approved fees for approved courses for up to six (6) credits per semester and twenty four (24) credits per fiscal year (July 1 to June 30) up to the amount of \$5,000 if you are employed full-time. Part-time employees is prorated based on the number of hours work per week.

To qualify for Up Front Tuition to attend classes at a cooperating educational institution, the following criteria must be met:

1. You must be eligible for tuition reimbursement/assistance from the District 1199C Training & Upgrading Fund as a benefit of employment from your employer.
2. You must be eligible for tuition reimbursement based on your employment status as verified by your employer.
3. The amount of tuition reimbursement for which you qualify must be sufficient to cover the cost of the upfront tuition payment.
4. You must properly complete the District 1199C Training and Upgrading Fund's Tuition Reimbursement Application, identifying all classes for which you are seeking assistance/reimbursement and the number credits for each class. The Tuition Reimbursement application must be submitted to the Tuition Reimbursement office three (3) weeks prior to the start of classes.
5. You must provide the Tuition Reimbursement Office with an official bill from the institution you plan to attend specifying the tuition and fees at least three (3) weeks before payment is due. If bills are not received on time, the Fund is NOT responsible for late fees.
6. You must provide the Tuition Reimbursement Office with an Enrollment Verification from the educational institution that you are attending, verifying that you are officially enrolled in class/classes.
7. You must notify the Tuition Reimbursement Office of any **dropped** and/or **withdrawn classes** in the allotted time for refunds from the educational institution that you are attending. If the Tuition Reimbursement Office is not notified timely, you are responsible for reimbursing the District 1199C Training & Upgrading Fund for the amount of tuition and fees incurred for these classes.
8. At the end of each semester, **you must provide** the Fund with a copy of an Official Transcript or Official Document from the Education Institution of your grades. If you receive a grade that is unsatisfactory or below a "C," you are responsible for reimbursing the District 1199C Training & Upgrading Fund for the cost of tuition and fees incurred for these classes. Until such time as the District 1199C Training & Upgrading Fund is fully reimbursed, your training and upgrading education benefits will be suspended.

I AGREE TO THESE TERMS.

Please print your name

Signature _____

Date _____

**Philadelphia Hospital & Health Care
District 1199C Training & Upgrading Fund**

AUTHORIZATION TO DISCLOSE STUDENT RECORDS AND INFORMATION

To: _____

IMPORTANT – PLEASE READ CAREFULLY

Philadelphia Hospital & Health Care District 1199C Training & Upgrading Fund, in compliance with the Family Educational Rights and Privacy Act of 1974, has designed the following items as directory information: Student's name, program of study; dates of attendance; and degrees, honors and awards received along with dates. District 1199C Training & Upgrading Fund may disclose any of the above listed items without the student's prior consent. All other student information is considered confidential and will not be released, with certain exceptions, without the student's written permission.

A student's grades, academic standing, billing, tuition and fees assessments, financial aid, and other student records are considered confidential information. Therefore, if you wish to have this information disclosed, you must complete and sign this form to authorize your Educational Institution to do so.

STUDENT NAME: _____
(Please print full name and student ID or last four digits of SS#)

I, _____ student, hereby authorize _____
_____, to release the following information to: Philadelphia Hospital & Health Care District 1199C Training & Upgrading Fund.

Types of Information to Release

Check the box(es) below to indicate which records you wish to make available.

Academic Transcript Records (records include, but are not limited to, academic progress, academic standing, class schedule; courses taken, GPA, grades received, and transcripts)

Account Records (records include, but are not limited to, bills, invoices and account summaries)

Financial Aid received (records include, but are not limited to, grants and scholarships)

The information is to be released for the following purpose:

_____ to support the upfront payment paid to the school on my behalf

_____ Other (Please Specify) _____

I understand that by signing this authorization, I am waiving my rights of nondisclosure of these records under federal law only to the persons/entities specially listed. I understand that information may be released orally or in the form of copies of written records, as preferred by the requestor. This release does not permit disclosure of these records to any other persons or entities without my written consent or as permitted by law.

Student Signature: _____ Date: _____