

District 199C Training & Upgrading Fund Upfront Tuition Assistance Procedures/Agreement

The District 1199C Training & 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 are prorated based on the number of hours work per week.

To qualify for Upfront Tuition to attend classes at a cooperating educational institution, the following criteria must be met and followed: PLEASE READ CAREFULLY!

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 tuition reimbursement application**, identifying all classes for which you are seeking assistance/reimbursement and the number of credits for each class. The tuition reimbursement application must be **submitted** to the Tuition Reimbursement/Assistance Office **three (3) weeks – (4) weeks prior** to the start of classes.
5. You **must** provide the Tuition Reimbursement/Assistance Office with an Enrollment Verification and or Semester Schedule from the educational institution that you are attending, verifying that you are officially enrolled in class/classes.
6. You **must** provide the Tuition Reimbursement/Assistance Office with an **official bill/invoice** you plan to attend specifying the tuition and fees at least three (3) weeks before payment is due. If bills/invoice are not received on time, the Fund is NOT responsible for late fees.
7. You **must** notify the Tuition Reimbursement/Assistance 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. You **must** provide a **Student Account Statement** displaying any expected grants or scholarship awards to be applied towards tuition. Grants and scholarships received by the student that do not have to be repaid in the future will applied against allowable tuition, fees and books in calculating the tuition assistance payment to the school. The Training Fund shall offset the amount of payment assistance to be paid to the school. If student receives grants or scholarships that covers the entire tuition and fee costs after the Training Fund made payment upfront, the student will refund/reimburse the upfront payment to the Training Fund. If refunds are not returned, the student's benefits will be suspended until such time.
9. If student **apply** and **receives grants** or **scholarships** that covers the **entire cost** of the tuition, they are not eligible to utilize the upfront assistance program.
10. At the end of each semester, **the student must provide** the Training Fund with a copy of an **unofficial transcript** or documentation with grade(s) for classes covered by upfront funds paid by the Training Fund. In addition, the student must also provide a full copy of the **Student Account Summary/Statement** from the school website. If you receive a grade that is unsatisfactory or below a "C" average, you are responsible for reimbursing the Training Fund for the cost of tuition and eligible fees incurred for these classes. Until such time as the District 1199C Training & Upgrading Fund is fully reimbursed, your training and educational benefits will be suspended.
11. The student are required to sign via electronic signature a FERPA (**Family Educational Rights and Privacy Act of 1974**) Authorization to Disclose Student Records and Information which is included at the time of applying and filling out the electronic application.

Students who are required to reimburse the Training Fund for **failure to withdraw or drop** a class in the **allotted time frame, refund upfront payment** towards tuition that was **paid fully by grants/scholarship** or **received below a "C"** in a class will **not be permitted** to receive additional Training Fund financial support until such time as the District 1199C Training & Upgrading Fund is fully reimbursed/refunded by the student.

I AGREE TO THESE TERMS, _____
Please print/write your name

Signature

Date

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

AUTHORIZATION TO DISCLOSE STUDENT RECORDS AND INFORMATION

To: _____
(Please print name of school attending)

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, _____, hereby authorize _____
Print Your Name *Name of School Attending*
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: _____