

CAMC Foundation Student RN Tuition Assistance Program

Frequently Asked Questions

We have attempted to provide information and answers to questions we anticipate you may have regarding the CAMC Foundation Student RN Tuition Assistance Program. If, however, you should still have questions after reading this document, please do not hesitate to contact Debby Schoolcraft – Workforce Development Coordinator - Employment Center Office, at **304-388-3376**, or by email at **Debby.Schoolcraft@camc.org**.

1. What colleges qualify for the RN Student Educational Assistance?
 - a. This assistance is intended to provide money for nursing students that have been accepted in a nursing degree program at an accredited college/university in the State of West Virginia. Applicants who are CAMC employees or dependents of CAMC employees who meet the requirements will be given first consideration.
2. Does this program cover an Associate Degree in nursing or a Bachelor's Degree in Nursing?
 - a. This program covers either an A.D.N or a B.S.N degree.
3. Does this include LPN school?
 - a. No, however it does include LPN to RN Bridge programs.
4. Is this only for current college enrollees?
 - a. Yes, candidates must be actively accepted into a nursing program
5. Will payments be made directly to the college/university each semester?
 - a. Yes.
6. What expenses will be covered?
 - a. Covered expenses include tuition, textbooks, and academic fees.
7. Is the money paid by CAMC on my behalf considered taxable income?
 - a. Yes. Per the IRS guidelines, any educational expenses over \$5,250 in a calendar year is considered taxable income. For CAMC employees, any educational expenses that exceed \$5,250 will be added to your paycheck where appropriate taxes may be deducted. Individuals not employed by CAMC will receive a 1099 at the end of the year.
8. The cost of my program for the semester is less than \$5,000. In this case, is the amount awarded the full \$5,000 or is it up to \$5,000 a semester?
 - a. Up to \$5,000 per semester for tuition, textbooks, academic fees will be paid directly to educational institution. A lesser balance will not be overpaid.
 - b. *For example:* if your tuition, textbooks, and academic fees are only \$4,300 then that's what CAMC pays the school; if it is more than \$5,000 then CAMC will only send the school the \$5,000 to be applied to your account balance for tuition, textbooks, and academic fees and the remainder of the balance you would be responsible for covering.
9. Will I need to apply each semester for payment?
 - a. No, once you have accepted the awarded monies and signed into an agreement, upon completion of each semester, the student must provide CAMC with a copy of unofficial transcripts on college/university letterhead showing that courses were successfully completed and student remains in good academic standing. A class schedule for the next semester must also be submitted so that payment may be made directly to the school.

- b. Following successful completion of the nursing degree/program, if offered, you must maintain the minimum academic requirements as set forth by the accredited college/university throughout your degree/program; allow CAMC to inspect records or other information to ensure compliance with the terms of the agreement and to ensure academic progress; allow CAMC to obtain information regarding any/all scholarships, grants or other sources of educational assistance; remain a student until completion of the degree/program; if employed by CAMC remain employed during the degree/program; and obtain and maintain licensure to practice in clinical specialty.

10. How does this affect individuals that have already accepted and received a different CAMC scholarship?

- a. If you have been awarded and accepted another CAMC Foundation Scholarship for a school semester, you would not be eligible until a new semester for the Student RN Tuition Assistance Program.
 - i. *For example*, if you have already accepted CAMC scholarship monies for Fall 2017 & Spring 2018 semesters you would not be eligible for the Student RN Tuition Assistance program monies until the Fall 2018 semester.

Work Commitment Guide:

In exchange for the tuition assistance, students must agree to a work commitment with CAMC.

Work commitments range from 3-5 years depending on students' position with CAMC:

Contract Commitments		
Nurse Extern I	4 Years	/48 months
Nurse Extern II	3 Years	/36 months
CAMC Employee on Nursing Unit (examples: LPN, HUC, Nursing Assistant, etc.)	3 Years	/36 months
CAMC Employee on a NON-Nursing Unit (examples: Admitting, Housekeeping, etc)	5 Years	/60 months
No prior work history with CAMC	5 Years	/60 months

11. In exchange for the student tuition assistance I receive I must work at CAMC as a Registered Nurse in a pro rata .8 status or greater. How does this work?

- a. Prior to receiving educational assistance you will be required to sign a contract, also referred to as an Agreement to accept employment as a registered nurse with CAMC in a minimum of a pro rata .8 status which is equivalent to (64 hours in a bi-weekly pay period).

12. How soon must I begin working after I graduate?

- a. Per the agreement, you must be employed within three (3) months of your graduation date.

13. If I was unable to finish nursing school, how would the repayment schedule look?

- a. You will be required to pay back the full amount of monies received within (30) days from the date of default to CAMC directly or we refer you to CAMC Healthcare Financial Services who can work with you individually on a payment plan.

14. What happens if I do not accept employment as a registered nurse in a .8 or greater status after I graduate?

- a. Any money that has been paid on your behalf must be repaid in full to CAMC within thirty (30) days from the date of default.

15. If for some reason I was unable to pass a semester could the assistance be granted an extension.

- a. Yes, we will waive only 1 unsuccessful semester.

16. What happens if I accept employment as a registered nurse in a .8 status or greater after I graduate but I cannot complete my work commitment?
- a. In the event the student defaults in the work commitment, any money that has been paid on your behalf must be repaid in full to CAMC within thirty (30) days. CAMC does turn defaulted agreements over to Healthcare Financial Services for collection purposes.
17. Can I change from a .8 status or greater to a part-time status during my work commitment?
- a. No. Once you successfully complete your work commitment, at that time you may change your status to less than a .8 if desired; however, a status change is always based on position availability and at the discretion of the manager.

CAMC Employee Only Questions:

18. I am currently a CAMC employee. Courses and clinical experiences required of the clinical program may occur during the shift I am currently working. How can I meet both my clinical program requirements and work schedule here at CAMC?
- a. You will need to work with your manager to approve a schedule that will be conducive to completing your school schedule. This may require you to work outside of your regular scheduled shift (i.e. evenings, nights and/or weekends)
19. I am currently a CAMC employee. What will I do if my manager here at CAMC cannot accommodate alternate hours?
- a. You will want to have a conversation with your manager prior to completing the application process expressing your desire to pursue your education in your chosen field. You will want to ask if s/he will be able to support an alternate schedule so that you may attend school. Based on these conversations, you may need to consider working in another department. However, the manager in *that* department must be able to accommodate alternate work hours.
20. Can any CAMC employee apply regardless of employment status and years of service?
- a. Any CAMC employee can apply regardless of their status and years of service.
21. I am employed by CAMC and have a discipline on file, am I still eligible?
- a. All employee disciplines will be taken into consideration on a case by case basis. Having a discipline on file doesn't automatically disqualify you from the educational assistance program.
22. If I accept the Student RN Tuition Assistance at the time I am a Nurse Extern 1 and the following year or semester become a Nurse Extern 2, is my commitment 4 years or 3 years?
- a. 3 years