

GUIDE FOR EDUCATION ASSISTANCE

1. Application:

To get started with the Education Assistance Program, please complete the Education Assistance Application fully. Ensure both your manager and the VP sign it before sending it to Human Resources. Along with your signed application, include the following documents (please use scanned copies—images won't be accepted):

- Course criteria for the degree you're pursuing, including past, current, and future courses
- Payment plan agreement (if applicable)

2. Submit Your Application:

Once you have all the required documentation and signatures, send your application package to Human.Resources@crmcwy.org for review.

3. Review Process:

A Human Resources representative will check your application to make sure it's complete and will forward it to an HR Manager for final review. If there are any questions or additional information needed, they will contact you directly.

4. Application Status:

After the HR Manager reviews your application, you'll receive an update on your status via your CRMC email. If approved, this application will cover your degree program—no need to resubmit for the same program. If you pursue another degree, you'll need to submit a new application with the required documentation for that new degree.

Note: If there are any changes to the courses required for your degree, please notify Human Resources at Human.Resources@crmcwy.org within 30 days of the course start date. Provide an updated course list for graduation with your notification.

5. Reimbursement Request:



Cheyenne Regional Medical Center

We Inspire Great Health!

After completing your semester(s)/term(s)/block of courses, submit an Education Assistance Reimbursement Form. This form, along with the required documents (scanned copies only—images are not accepted), should be submitted within 90 days of the course completion:

- Final grade(s)
- Out-of-pocket payment receipt(s) for tuition, lab fees, and textbooks
- Student Account Summary (showing charges and payments)

6. Submit Reimbursement Form:

Send your completed Education Assistance Reimbursement Form and supporting documents to Human Resources at Human.Resources@crmcwy.org.

7. Review and Follow-Up:

A Human Resources representative will review your reimbursement request and ensure it's ready for final approval by an HR Manager. If there are any questions or issues, they will contact you directly.

8. Reimbursement Decision:

After the HR Manager reviews your reimbursement documentation, they will inform the HR representative of the decision, including the approval/denial status and the amount eligible for reimbursement. The HR representative will then update you via your CRMC email on the decision, the approved amount, expected reimbursement timing (if approved), and your commitment period (if approved).

Friendly Reminder: Scholarships and grants are not eligible for reimbursement under the Education Assistance Program.

Have any questions? See below!

1. When am I eligible to participate in the Education Assistance Program?

- You become eligible for the program after being a regular full-time or part-time employee for at least 120 days prior to the course start date. You must also be free from receiving any corrective actions in the past 120 days.

2. Are there limits to what types of degree programs will be accepted?



Cheyenne Regional Medical Center

We Inspire Great Health!

- The degree must be one that supports Cheyenne Regional's mission and business operations. If you have any questions on if your degree will fall into that category, please discuss it with your manager.

3. How much am I eligible to be reimbursed?

- The amount you are eligible to receive for reimbursement under the program is dependent on your employment status and runs on a fiscal year. The fiscal year is from July 1st to June 30th. The reimbursement amounts are:
 - Full time employee \$5,000 per fiscal year
 - Part time employee \$3,000 per fiscal year

4. What commitment period will I have when I am reimbursed?

- The commitment period to be employed with Cheyenne Regional is based on the amount of assistance received:
 - \$1-\$1500 a 6-month commitment
 - \$1501-\$3000 a 12-month commitment
 - \$3001-\$5000 an 18-month commitment

The commitment period begins on the course end date(s) after successful completion and reimbursement being issued.

5. I took some classes before applying into the Education Assistance Program, are those eligible for reimbursement?

- Only future classes included on your approved Education Assistance Application are eligible for reimbursement.

6. What fees are eligible for reimbursement?

- Lab fees are the only fees eligible for reimbursement. Any other fees charged by your institution (student distance fees, technology fees, etc.) are not eligible.

Feel free to reach out if you have any questions or need further assistance!