

What is changing with the tuition reimbursement benefit plan?

Effective Jan. 1, 2022, colleagues at all LVHN locations working 15 hours or more per week will receive the same tuition reimbursement benefit. All colleagues will utilize Edcor, an online tuition management system, for the entire tuition application and reimbursement process. Specific enhancements to the benefit are outlined in the FAQs.

Who is eligible for the tuition reimbursement benefit?

All LVHN colleagues scheduled to work 15 hours or more per week are eligible for the tuition reimbursement benefit as of Jan. 1, 2022. Union colleagues will continue with their current tuition reimbursement process and benefit, per their collective bargaining agreement.

When will changes to the tuition reimbursement benefit take effect?

Tuition reimbursement benefit enhancements are for courses that begin on or after Jan. 1, 2022. You can enter the courses in the Edcor system at <https://lvhn.tap.edcor.com> beginning Jan. 1, 2022.

What benefits are provided under the tuition reimbursement plan?

The tuition reimbursement plan will reimburse 100% of a colleague's tuition cost if a grade of "C" or better is achieved for a college credited course(s) leading to a degree which is job related. Beginning in 2022, textbooks and certain fees also are eligible for reimbursement under the plan. For each calendar year in which the course(s) begins, the amount of tuition reimbursement, including books, is limited to the following annual maximums, effective Jan. 1, 2022:

For undergraduate courses:

- \$4,000 for colleagues scheduled to work 36 hours or more per week
- \$2,000 for colleagues scheduled to work 15 to 35 hours per week

For graduate courses:

- \$5,000 for colleagues scheduled to work 36 hours or more per week
- \$2,500 for colleagues scheduled to work 15 to 35 hours per week

Tuition reimbursement will be offset by any other assistance such as scholarship, grant or other educational assistance. Therefore, scholarship, grant or educational assistance must be indicated when submitting the tuition reimbursement application.

Are there any expenses not eligible for reimbursement?

Certain fees like meals, housing, transportation, finance/deferral fees, late fees, test/exam fees, supplies that are retained after the completion of coursework (aside from textbooks) and home technology fees are not eligible for reimbursement under the tuition reimbursement plan. Colleagues will be responsible for these costs. This is not intended to be an all-inclusive list and any questions regarding fees should be directed to Edcor.

How do I apply for tuition reimbursement?

For courses starting Jan. 1, 2022 or later, colleagues can access the Edcor tuition reimbursement website at <https://lvhn.tap.edcor.com> beginning Jan. 1, 2022 to submit the tuition reimbursement application. Your LVHN Employee ID number (not your SUI) is needed to log into the Edcor website. Your LVHN Employee ID will be your Edcor user ID. Your Employee ID number can be found on



your Colleague Resource Center home page in the top left tile. Your initial Edcor password will be your five-digit home zip code. You will then be prompted to reset your password.

When can I apply for tuition reimbursement?

For any courses beginning in 2022, you should wait to apply for reimbursement until Jan. 1, 2022. At that time, the Edcor system will allow fees and textbooks to be included as part of the application process. The application should be submitted no later than 120 days after the start of the course to be eligible for reimbursement. For courses beginning later in 2022, you can submit the application up to 120 days prior to the start of the course.

What if I am taking a course that started before Jan. 1, 2022?

For any courses that start prior to Jan. 1, 2022, colleagues will continue to receive the tuition reimbursement benefit under their current plan. Colleagues should continue with their normal tuition reimbursement process for any courses prior to this date. Colleagues at all LVHN locations can begin using the Edcor website at <https://lvhn.tap.edcor.com> on Jan. 1, 2022. If you are reimbursed in 2022 for a 2021 course, the prior 2021 annual plan reimbursement and maximum will apply.

What if I am currently enrolled in a graduate program?

Colleagues will be eligible for the new \$5,000 or \$2,500 annual maximum for any graduate course that begins Jan. 1, 2022 or later. Any graduate courses that start prior to Jan. 1, 2022 will receive the tuition reimbursement benefit under the 2021 plan.

How do I get reimbursed after completing a course?

After successfully completing a course with a grade of “C” or better, all required documentation – including an itemized bill, grade report, proof of course completion, etc. – should be submitted to Edcor. Once Edcor approves, reimbursement will be made through your LVHN paycheck within one to two pay periods. Reimbursement for associate’s, bachelor’s, master’s and doctoral degree course(s) are non-taxable up to the annual IRS maximum limit. Any additional tuition reimbursement payments a colleague receives beyond the annual IRS maximum will be taxable. Colleagues must be employed at least 15 hours per week at the time reimbursement is made.

What is ‘academic advising’ and how can I take advantage of it?

Colleagues will have access to academic advising at no cost through Edcor for undergraduate degrees. Effective Jan. 1, 2022, colleagues can meet with an advisor to discuss things like schedule, budget, degree choice, lifestyle, learning preference, career goals and more. Then, an advisor will provide options for cost savings and time needed to complete your education for several schools. This empowers you to make the best decision about your financial future and career goals based on the options provided. You can contact Edcor at 855-258-3499, and they will share the details as well as the process to utilize the academic advising.

Who should I contact if I have more questions about tuition reimbursement?

For colleagues interested in the tuition reimbursement benefit, you can access the Edcor tuition reimbursement website at <https://lvhn.tap.edcor.com>. For any questions regarding the provisions of the program, please call Edcor’s customer service line at 855-258-3499, Monday – Friday, 8 a.m.- 8 p.m. EST.