

**WASHINGTON UNIVERSITY EMPLOYEE  
NURSING TUITION PLAN  
JULY 1, 2020  
Amended and Restated July 1, 2021**

**Introduction:** Washington University (the “University”) provides tuition assistance benefits to certain Full-Time Employees to pursue degree programs at the Goldfarb School of Nursing (“Goldfarb”).

**I. MASTER’S DEGREE PROGRAM**

**Description**

The Master’s Degree Program provides tuition benefits for certain Eligible Employees who have already earned a Bachelor of Science in Nursing, to complete a Master of Science in Nursing (MSN) at Goldfarb. Only ten (10) Eligible Employees may be enrolled in this program at any time.

**Eligibility**

To be eligible to apply for the Master’s Degree Program, an employee must:

- a) be a Full-Time Employee of the University or a Participating Employer who is actively at work;
- b) be eligible for University provided benefits;
- c) be continuously employed by the University in a full-time, benefits-eligible position for one Year of Service prior to the first day of classes;
- d) possess a Bachelor of Science in Nursing;
- e) hold a Registered Nurse (RN) licensure and currently function in a clinical/research setting; and
- f) be in good standing with the University in terms of overall performance and work record.

**To Apply**

An Eligible Employee must:

- a) complete the Graduate Nursing Tuition Application at the Benefits/Tuition Assistance link on the HR website and return it to HR by the deadline stated on the form for review and approval by the Eligible Employee’s manager and HR; and
- b) apply for admission to Goldfarb by its application deadline.

Forms and applications are reviewed simultaneously by HR and Goldfarb. HR only reviews applications that have been approved by the Eligible Employee’s manager and approves them on a first come, first serve basis. Goldfarb has a competitive application process and reviews applications by merit. Up to ten Eligible Employees who have met both HR and Goldfarb criteria, are selected for enrollment in the Master’s Degree

Program. Confirmation of selection will be given to the Eligible Employee and HR by the Goldfarb Admissions Office.

## **Benefits**

Eligible Employees whose application has been approved by the Eligible Employee's manager and HR and who has been accepted for admission into the MSN program by Goldfarb will have the following benefits:

- (a) To the extent the Master's Degree Program requires completion of prerequisites not offered through Goldfarb, such coursework may be available at the University and Eligible Employees may be eligible for benefits under the University's Employee Tuition Assistance Plan.
- (b) For coursework at Goldfarb, the University will pay 50% of the tuition costs directly to Goldfarb. The Eligible Employee is responsible for the remaining 50% of tuition costs. All payment arrangements will be handled by HR.

There is no benefit provided under this program for PhD level nursing courses.

## **II. BACHELOR'S DEGREE PROGRAM**

### **Description**

The Bachelor's Degree Program provides tuition benefits for certain Eligible Employees who are working in eligible roles, to complete a Bachelor of Science in Nursing (BSN) at Goldfarb. Only ten (10) Eligible Employees may be enrolled in this program at any time.

### **Eligibility**

To be eligible to apply for the Bachelor's Degree Program, an employee must:

- a) be a Full-Time Employee of the University or a Participating Employer who is actively at work;
- b) be eligible for University provided benefits;
- c) be continuously employed by the University in a full-time, benefits-eligible position for one Year of Service prior to the first day of classes;
- d) be certified as a Medical Assistant and have the title of Medical Assistant, Patient Billing/Services Representative, Medical Scribe, or Medical Secretary and have had at least one year of continuous full-time service at the University in this role;
- e) be in good standing with the University in terms of overall performance and work record.

## To Apply

An Eligible Employee must:

- a) complete the Nursing Tuition Program Application Form at the Benefits/Tuition Assistance link on the HR website and return it to HR by the deadline stated on the form for review and approval by the Eligible Employee's manager and HR; and
- b) apply for admission to Goldfarb by its application deadline.

Forms and applications are reviewed simultaneously by HR and Goldfarb. HR only reviews applications that have been approved by the Eligible Employee's manager and approves them on a first come, first serve basis. Goldfarb has a competitive application process and reviews applications by merit. Up to ten Eligible Employees who have met both HR and Goldfarb criteria, are selected for enrollment in the Bachelor's Degree Program. Confirmation of selection will be given to the Eligible Employee and HR by the Goldfarb Admissions Office.

## Benefits

Eligible Employees whose application has been approved by the Eligible Employee's manager and HR and who has been accepted for admission into the BSN program by Goldfarb will have the following benefits:

- (a) To the extent the Bachelor's Degree Program requires completion of prerequisites not offered through Goldfarb, such coursework is available at the University and Eligible Employees may be eligible for benefits under the University's Employee Tuition Assistance Plan.
- (b) For coursework at Goldfarb, the University will pay 100% of the cost of tuition, books, lab, and computer fees directly to Goldfarb. Fees and expenses not specifically mentioned in this document are excluded and will be the responsibility of the Eligible Employee.
- (c) Eligible Employees who fail to successfully complete a course at Goldfarb will have one opportunity to retake the course. If the Eligible Employee is unable to successfully complete the course after the second attempt, they will no longer be eligible for this benefit.

## III. DEFINITIONS

**Break in Service** means (i) changing to an ineligible position (i.e., part time or non-benefits eligible position) for more than 90 days or (ii) terminating employment at the University for more than 90 days.

**Eligible Employee** means a staff member who has met the requirements for the applicable program.

**Full-Time Employee** means a staff member who regularly works 37 1/2 or more hours per week and is benefits eligible.

**Participating Employers** means the University and any business entity wholly owned by the University that is designated by the University as a participating employer in this Plan.

**Year of Service** means twelve (12) months of regular employment as a Full-Time Employee at Washington University or a Participating Employer, excluding service prior to a Break in Service.

#### **IV. ADMINISTRATION**

**Amendment of Plan.** The Plan may be amended or modified at any time and from time to time by the Plan Administrator.

**Termination of Plan.** The Plan may be terminated at any time for any reason by the University.

**Plan Administration.** The Vice Chancellor for Human Resources is the Plan Administrator. The Plan Administrator shall have sole discretionary responsibility for the interpretation of the Plan and for performing other duties required for the operation of the Plan. Any action taken on any matter within the discretion of the Plan Administrator shall be made in its sole and absolute discretion and shall be final, conclusive and binding on all parties.

THE WASHINGTON UNIVERSITY

  
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Legail Chandler  
Vice Chancellor for Human Resources