



# **UHS HOSPITALS**

## **ASN to BSN EDUCATION INCENTIVE PROGRAM**

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Inside Back Cover.*



Indicate your immediate and long term career goals relative to obtaining a BSN.

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**ACADEMIC HISTORY**

**ACADEMIC RECORD\***:

Any post high school education.

<u>School</u>	<u>Address</u>	<u>Graduation (Y or N) &amp; Degree</u>	<u>Grade Point Average</u>
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**HONORS AND AWARDS\***:

List and describe special honors, awards, or recognition received.

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**LEADERSHIP ACTIVITIES\***:

Describe briefly any activities such as clinical ladder, nursing council, work experience, or community activities highlighting examples of leadership.

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\* Attach extra sheet if necessary

**I hereby certify that the above information and all documentation submitted is accurate to the best of my knowledge. I further certify that my social security account number is included in this Application with my consent, and I understand and agree that UHS will provide my social security account number to the school, college, or university providing the educational program for which I am applying.**

Signature \_\_\_\_\_ Date \_\_\_\_\_



## UHS Hospitals ASN to BSN Education Incentive Program

### I. Goals

- A. Encourage interested UHS Hospitals (UHSH) employees to pursue education leading to a Bachelor’s degree in nursing.
- B. Retain as employees of UHS Hospitals (Wilson Medical Center, Binghamton General Hospital, and associated medical specialties and primary care offices) individuals who have successfully participated in the ASN to BSN Education Incentive Program (hereafter “Program”).

### II. Method

- A. Each year a specified number of candidates will be sponsored by UHSH to complete a Bachelor’s degree in nursing with agreement for continued employment at UHSH according to the provisions listed below. Candidates will be screened and selected by a committee consisting of Human Resources and Nursing Management.

### III. Eligibility Requirements

- A. Candidates must either be accepted for admission (pre-requisites are completed) or be currently enrolled in an accredited college/university nursing program as part-time students and be scheduled to complete course work within five (5) calendar years or less leading to a Bachelor’s degree in nursing.
- B. Active work status as a Staff Nurse of .6 or greater.
- C. No formal constructive disciplinary actions (written warnings) within the last two years.
- D. Candidates must be students in good standing and must demonstrate a minimum 3.0 grade point average (GPA) or above on a 4.0 scale, or equivalent, from semester (or equivalent) to the next semester (or equivalent). When determining GPA, both semester and cumulative are considered.
  - D1. If the student’s GPA falls below 3.0, a letter will be sent to the student advising him/her that they will have one semester to raise the GPA to 3.0 or above. If the student is unable to achieve this, removal from the Program may occur and the student would be required to repay the monies paid by UHSH on his/her behalf for his/her nursing education as outlined in Section V.B.
  - D2. Should a student retake a class, for any reason, the student will be responsible for paying the tuition/fees associated with this class; meaning, UHSH will pay for a class once.
- E. Should the employee be in receipt of formal constructive disciplinary action as a UHS employee while in this Program, the employee’s continued participation in the ASN to BSN Education Incentive Program will be reviewed and may lead to termination from the Program. Should the employee be terminated from the Program, repayment of all monies paid on the student’s behalf will be required,

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**I have read the statements above and understand its contents.**

\_\_\_\_\_ (print name, sign/date)



**UHS Hospitals**  
**ASN to BSN Education Incentive Program**

subject to the terms outlined in Section V.B.

**IV. Provisions**

A. UHSH will provide:

- 1) Tuition plus standard college fees, minus parking fee (hereafter “tuition”) up to \$6,000/semester.

NOTE: Any grants, including TAP and PELL, received by the learning institution on behalf of the student which appears on the student account will be subtracted from the tuition amount paid by UHSH on the student’s behalf. **Prior to payment being made, recipients must submit the tuition bill and grades from the prior semester to the Employment Department.**

B. Recipients will agree to the following:

- 1) Completing the educational requirements for the Bachelor’s degree in nursing within the specified amount of time (Sec.III.A.) or repayment will be required according to the repayment schedule as outlined in Section V.B.
- 2) Prior to graduation with a BSN, continued employment in a RN position within UHSH (Wilson Medical Center, Binghamton General Hospital, and associated medical specialties and primary care offices) at a minimum of Part Time 1-.6 (48 hours bi-weekly).
- 3) For up to two (2) full years of college tuition paid, recipients commit to two (2) full years of continuous employment at UHSH. After that, for each additional year of college tuition paid, recipients commit to an additional year of employment. (e.g. three (3) years tuition paid = three (3) years employment; four (4) years tuition paid = four (4) years employment.)
- 4) There will be a commitment to continue to work part time or greater while attending school and enrolled in the Program.

Recipients will be expected to:

- 1) Work at least .6 or greater
- 2) Complete all required trainings by the established deadlines; this includes the elearning mandatories.
- 3) Adhere to all UHSH policies and Professional Standards.

The following will be grounds for termination from the Program:

- 1) Failure to obtain satisfactory work performance appraisals.
- 2) Failure to complete the number of required work hours.

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## UHS Hospitals ASN to BSN Education Incentive Program

- 3) Failure to complete mandatory trainings.
- 4) Termination of employment for cause.

The decision to terminate a recipient’s employment or to remove him/her from the Program is not subject to review by Human Resources Policy #5-2(S), “Employee Fair Treatment Policy”.

If a recipient is removed from the Program, repayment of tuition must commence according to the repayment schedule as outlined in Section V.B. (Section V.D. does not apply to terminations referred to in this paragraph.)

- 5) Recipients will not be eligible for any additional new hire monetary incentives, unless indicated otherwise.

C. Recipients will be responsible for providing:

- 1) Original tuition bill at the beginning of each semester to the Employment Department.
- 2) The original grades and clinical evaluations (when applicable) at the end of each semester to the Employment Department.

Copies of the tuition bills and grades will be provided for personal records upon the recipient’s request.

**UHSH will not issue payment for the next semester until grades are turned in for the previous semester.**

D. Income Tax Implications for Recipients

Tuition payments under the Program are not excludable under Internal Revenue Code, Sections 117 or 127 and are not deductible under Internal Revenue Code, Section 162. This means that payments under this program (or any similar one) are taxable.

UHSH treats this Program as a No-Interest LOAN which will be forgiven proportionate to the number of pay periods completed. Recipients will be required to pay taxes on the tuition payments but only after they begin working at UHSH in the capacity for which they studied.

If recipients do not fulfill the employment obligation or drop out of the Program, they will be required to repay the loan with interest according to the repayment schedule as outlined in Section V.B.

E. UHSH reserves the right to withdraw tuition resources and to remove recipients from the Program for any reason at any time. Current UHSH employees prior to being accepted into the Program

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## UHS Hospitals

### ASN to BSN Education Incentive Program

may be allowed to return to their former position, if available. These decisions will not be subject to review by Human Resources Policy #5-2(S), "Employee Fair Treatment Policy". Repayment of all tuition must commence according to the repayment schedule as outlined in Section V.B.

- F. If recipients discontinue the educational program for which UHSH is providing sponsorship through this agreement or fail to maintain eligibility requirements as stated in Section III, UHSH will withdraw sponsorship and recipients may be required to repay all tuition expenditures disbursed by UHSH on recipient's behalf. Current UHSH employees prior to being accepted into the Program may be allowed to return to their former position, if available. Recipients who were hired by UHSH subsequent to their selection into the Program, will have their employment terminated immediately. These decisions will not be subject to review by Human Resources Policy 5-2(S), "Employee Fair Treatment Policy". Repayment of all tuition must commence according to the repayment schedule as outlined in Section V.B.
- G. Retention of recipients in a position after graduation is contingent upon continuation of NYS licensure. If licensure is not continued, repayment of tuition will be required according to the procedures outlined in Section V. The offer of continued employment in a position other than the original designated position (for which the Program was applicable) will be at the discretion of UHSH in consideration of the individual's performance and appropriate job availability.
- H. Upon proof of graduation being submitted, a statement will be provided which will itemize the total amount of monies paid on the recipient's behalf for the Program. Beginning the following pay period, a percentage of that total will be reported as income on which taxes will be calculated and deducted. The amount of reportable income each pay period will be calculated by dividing the total amount of monies paid by the total number of pay periods to which the recipient has committed.

For Example:

A recipient who is supported for 2 years	
Fall Semester	\$6,000
Spring Semester	\$6,000
Fall Semester	\$6,000
<u>Spring Semester</u>	<u>\$6,000</u>

Total paid on your behalf \$24,000

\$24,000 divided by 52 pay periods = \$461.54. This amount will be reported each pay period as income, taxes will be calculated on this income, and the taxes will be deducted from each biweekly paycheck.

#### V. Repayment Procedure

- A. If recipients do not fulfill the employment obligation upon graduation for any reason other than a

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## UHS Hospitals ASN to BSN Education Incentive Program

position not being available, repayment of tuition related to the Program will be required. UHSH forgives a portion of the education incentive repayment obligation each pay period worked in the appropriate position. Therefore, the amount of monies to be repaid is the equivalent of the balance of unreported income on which taxes have not been paid; any further tax responsibilities cease. Following are examples of when repayment might be required. It is not an all inclusive list:

- 1) refusal of employment or promotion
  - 2) failure to continue appropriate licensure or certification
  - 3) voluntary termination while in UHS Hospitals (Wilson Medical Center, Binghamton General Hospital, and associated medical specialties and primary care offices) employee
  - 4) involuntary termination for cause (i.e., failure to meet job requirements, misconduct, etc.) in accordance with Human Resources Policy #5-3(S), "Constructive Disciplinary Action Procedure"
  - 5) UHSH decision to not place the employee in the new position upon completion of degree and/or certification.
- B. The repayment schedule will consist of 18 equal monthly installments beginning 30-60 days from the date of voluntary/involuntary termination or date of refusal of employment or date that it is determined that the student failed to meet the education requirements, whether degree or certification. Eight percent (8%) interest will be applied to the balance due.
- C. A statement of total balance due and repayment schedule will be provided to the recipient within 30-60 days following date of voluntary/involuntary termination or date of refusal of employment.
- D. If recipients are involuntarily terminated for reasons other than for cause (i.e., discontinuance of service, reduction in work force, no available positions, etc.), no repayment will be required.
- E. Should recipients default on the repayment agreement as outlined above, UHSH will have just cause to institute legal action to secure payment.
- F. Student acknowledges and agrees that UHSH shall be entitled to attorneys' fees and litigation costs in the event that UHSH elects to take any steps to enforce its rights under this agreement including but not limited to initiating any actions.

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\_\_\_\_\_ (print name, sign/date)