



Employee Tuition Benefit Program Details

Updated: May, 2008

Eligibility

OHSU employees who meet the following eligibility requirements may apply for the Employee Tuition Benefit. Benefits differ for part-time and full-time employees.

Unclassified: Unclassified staff working in a regular position of 0.50 FTE or greater are eligible.

Full-time: An employee working 0.75 FTE or greater.

Part-time: An employee working from 0.5 to 0.74 FTE.

AFSCME: AFSCME represented employees working in a regular position of 0.5 FTE or greater are eligible. Flex and Relief staff employees, working an average number of hours per week that is the equivalent to 0.5 FTE (20 hours/week) or greater are also eligible.

Full-time: AFSCME employee working 0.75 FTE or greater.

Part-time: AFSCME employee working from 0.5 to 0.74 FTE.

ONA: ONA represented employees working in a regular position of 0.5 FTE or greater are eligible. Members should refer to Article 21.7 of the ONA collective bargaining agreement and the remainder of this document for additional information. Resource Nurses are not eligible for this benefit.

Full-time: ONA employee working 0.7 FTE greater.

Part-time: ONA employee working 0.5 to 0.69 FTE.

NOT ELIGIBLE: Temporary employees, student employees, Resource Nurses, unpaid Postdoctoral appointments, salaried and hourly Graduate Teaching Assistants and salaried and hourly Graduate Research Assistants.

Credit Limit

Full-time employees: The discounted tuition rate will apply to an employee's first eight credit hours per term in approved programs at participating institutions (see list on page 2). The discounted rate will apply to no more than 8 credit hours per term at all institutions combined.

Part-time employees: The discounted tuition rate will apply to an employee's first four credit hours per term in approved programs at participating institutions (see list on page 2). The discounted rate will apply to no more than 4 credit hours per term at all institutions combined.

Tuition

OHSU will pay \$50 per undergraduate credit hour and \$150 per graduate credit hour. **The employee is responsible for the balance of the per credit hour costs, including tuition**

and fees. Staff members who use the Employee Tuition Benefit are subject to fee policies and procedures of the instructing institution. The accounts receivable office at each institution will bill OHSU for the portion of the tuition for which OHSU is responsible and will bill the employee for the remaining tuition and fees. Any payments made by OHSU in excess of the limit will be deducted from the employee's paycheck.

The tax-free limit for the amount saved on the tuition for both graduate and undergraduate courses is \$5,250 per year. Any amount above that is taxable to the employee. Generally under this program, that limit should not be exceeded (8 credit hours x \$150 x 4 terms = \$4800).

Active AURN Members in the RN to BS Program Only

Any course required for the RN to BS program, *but not offered at OHSU* shall be subject to the tuition discount set forth below provided that the course must be taken (1) at a participating community college or (2) if not available at a community college, at another institution participating in the tuition benefit program. Tuition for courses other than those provided for in this paragraph are covered by general program provisions as outlined in the "Tuition" section above. AURN members working .5 FTE or greater are eligible, and will pay a discounted rate shown below based on consecutive years of service for the first 10 credit hours per term. Time spent in a resource position is not applicable.

- A. RNs who have maintained employment of 0.5 FTE or greater for a minimum of two years will pay a discounted rate of \$75 per credit for the first 10 credit hours per term.
- B. RNs who have maintained employment of 0.5 FTE or greater for a minimum of five years will pay a discounted rate of \$50 per credit for the first 10 credit hours per term.
- C. RNs who have maintained employment of 0.5 FTE or greater for a minimum of 10 years will pay a discounted rate of \$25 per credit for the first 10 credit hours per term.

Participating Institutions

The Oregon University System (OUS) institutions include: Eastern Oregon University, Oregon Institute of Technology, Oregon State University (including the Cascade Campus in Bend), Portland State University, Southern Oregon University, University of Oregon, and Western Oregon University. **Community colleges include:** Clackamas Community College, Mount Hood Community College and Portland Community College, **Oregon Health & Science University approved programs:** See list on page 3.

Approved Programs

The tuition benefit applies to academic for-credit courses only. Employees should check with the registrar's office of the institution where the employee is registering for classes for details on which courses are included in the Tuition Benefit Program. Employees planning to enroll in courses at OHSU should refer to page 3 of this document for details on OHSU program eligibility.

Application Process

Employees must submit a completed and current OHSU Employee Tuition Benefit Application form no earlier than 30 calendar days prior to the start of each term. The current form can be accessed on the O-Zone at:

http://ozone.ohsu.edu/hr/docs/tuition_benefit_form.pdf

The form must be signed by the employee's manager or department head and submitted to the Human Resources department. Human Resources will verify eligibility and return the form to the employee. To receive the tuition discount, an employee must submit the form

with the appropriate approval signatures to the registrar's office at the institution they are attending **no later than the 28th day after the first day of classes for the term.**

OHSU Employee Tuition Benefit¹ List of Programs

School	Degree	Program	Employee Eligibility
School of Medicine	M.B.A.	Management MBA	Yes
	M.D.	Medicine	No
	Ph.D.	Graduate Medicine	No
	M.P.H.	Public Health	Yes
	M.B.I.	Biomedical Informatics	No
	M.C.N.	Clinical Nutrition	No
	M.C.R.	Clinical Research	Yes
	M.S.	Graduate Medicine	No
	M.P.A.S.	Physician Assistant	No
	Certificates	Program for Human Investigations	Yes
Certificates	All Other	No	
School of Nursing	B.S. (Portland, EOU, OIT, SOU)	Undergraduate Nursing	Yes
	B.S. – Rural Frontier	Undergraduate Nursing	Yes
	R.N./B.S. – Portland	Undergraduate Nursing	Yes
	R.N./B.S. – Off Campus/Online	Undergraduate Nursing	Yes ²
	M.S.	Master of Science	No
	M.P.H.	Public Health	No
	M.N.	Master of Nursing	No
	P.M.C	Post Master Certificate	No
Ph.D.	Doctor of Philosophy	No	
School of Dentistry	D.M.D.	Dentistry	No
	M.S.	Master of Science	No
	Certificates	Graduate Certificate	No
Allied Health	B.S.	Radiation Therapy	Yes
	Certificate (for credit)	Dietetic Intern	Yes
	M.S.	Clinical Nutrition	Yes
	M.C.D.	Clinical Dietetics	Yes
OGI School of Sci. & Engineering	M.S. & Ph.D.	Biochemistry & Molecular Biology	Yes
	M.S. & Ph.D.	Biomedical Engineering	Yes
	M.S. & Ph.D.	Computer Science & Engineering	Yes
	M.S. & Ph.D.	Electrical Engineering	Yes
	M.S. & Ph.D.	Environmental Science & Engineering	Yes
	M.S.	Management in Science & Technology	Yes
	M.S.E.	Master of Software Engineering	No
	Certificates (for credit)	All	Yes
	Certificates (not for credit)	All	No

¹ The above list applies to all employee enrollment, including non-degree seeking students. More programs may be added over time, so recheck the current approved list periodically.

² Includes Graduate Entry Students regardless of the level of the courses taken.