

Tuition Reimbursement Program Application

Please complete this application and submit it to: BSN@nurse.tv

Once you have submitted this application please visit our corporate partnership website <http://application.aspen.edu/aspenu/corporate/tnaa> to start the enrollment process with Aspen University.

Title: Tuition Reimbursement Program

Purpose: To define the agency's policy for providing financial assistance to employees to further their education and career development through education in an accredited RN to BSN program.

Eligibility: Applicant must have successfully completed a minimum of four 13-week assignments within an 18-month period, or six 13-week assignments within a 24-month period to be eligible for tuition reimbursement of \$8,775.00.

Degree requirements must be successfully completed within 24 months from university program start date.

Passing grades for all courses and confirmed completion of the program is required for tuition reimbursement.

Disqualifications: Termination from any assignment as a result of a major clinical error or unprofessional conduct could result in a disqualification from the reimbursement program. This will be determined by the VP of Clinical Services.

Withdrawal from the program at any point will also disqualify a traveler from the BSN reimbursement program.

Non-passing grades of any course will automatically disqualify any traveler from receiving any tuition reimbursement from TNAA.

Reimbursement Process: Fill out the provided form requesting reimbursement upon completion of the TNAA BSN program.



Reimbursement is paid in a lump sum upon the successful completion of the BSN degree, and all eligibility requirements must be met in order to receive payment from TNAA

Upon completion of the BSN degree, the applicant must submit legible copies of university billing statements indicating fees charged and an official transcript indicating the applicant's name, semester completed and the grade for completion of the program to the Clinical Review Department at BSN@nurse.tv.

Passing grades of all courses and confirmed completion of the recommended BSN program will be determined by the TNAA VP of Clinical Services.

Once the BSN degree is approved, the Clinical Department will coordinate the reimbursement with the Payroll Department.

Federal Tax Regulations: Federal tax regulations allow only \$5,250.00 of tuition reimbursement to be tax-free. As a result, we are required to report any tuition reimbursement over \$5,250.00 as taxable income. The amounts are reported to the IRS and will be included on the individual's W-2 for the year the tuition reimbursement is made. For the Aspen RN to BSN program, that would result in an estimated tax impact between \$800.00 and \$1,200.00.

PLEASE PRINT CLEARLY:

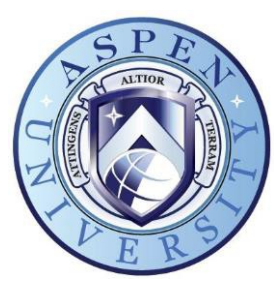
Name: _____ ID/SSN: _____

Mailing Address: _____ City/State/Zip: _____

Anticipated Program Start Date: _____ TNAA Employment Start Date: _____

I hereby acknowledge that I have read and understood the terms and conditions as provided above in the TNAA Tuition Reimbursement Application. This application must be completed in full and is to be submitted to BSN@nurse.tv before your assignment start date.

Applicant's Signature: _____ Date: _____



1660 S. Albion St.
Suite 525
Denver, CO 80222

(800) 373-7814 – Phone
(303) 200-7428 – Fax
www.aspen.edu

OFFICE OF THE REGISTRAR
FERPA Authorization to Release Educational Records

Student Information

Please fill out all fields:

Name: _____ Learner ID Number: _____

Address: _____

Phone: (_____) _____ Email Address: _____

Although I understand that the Federal Educational Rights and Privacy Act (FERPA) prohibits Aspen University from providing my parents/legal guardians and others with my grade, financial, and disciplinary records, and certain other information from my education records without my consent, I hereby waive my right to such privacy, and authorize Aspen University to release such information to the following person(s):

Name _____
Relationship

Email Address _____
Phone Number

Please create a unique 5-digit alpha-numeric passcode that the above-listed party will use to identify themselves when discussing your record. Aspen University officials will require the above third-party to give this passcode each time that they inquire about your academic record.

Your passcode should be made up of three letters followed by two numbers. (Example: ABC-01)

Passcode: TNAA-01

Student Signature _____
Signature Date
Electronic signature not accepted

Return completed forms to:

Email: registrar@aspen.edu Fax: 303.200.7428	Mail: Aspen University Attn: Registrar's Office 1660 S. Albion St. Suite 525 Denver, CO 80222
---	---



1660 S. Albion St.
Suite 525
Denver, CO 80222

(800) 373-7814 – Phone
(303) 200-7428 – Fax
www.aspen.edu

Privacy of Student Information (FERPA Rules)

The Family Educational Rights and Privacy Act (FERPA) sets limits on the disclosure of personally identifiable information from school records, and defines the rights of the student to review the records and request a change to the records. The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Aspen University, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, Aspen University may disclose appropriately designated "directory information" without written consent, unless you have advised Aspen University to the contrary in accordance with Aspen University procedures. The primary purpose of directory information is to allow Aspen University to include this type of information from your education records in certain school publications.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. Aspen University may disclose, without consent, "directory" information such as a student's name, area of study, dates of attendance, and degrees awarded. More information about Aspen University's FERPA policy may be found at: <http://www.aspen.edu/admissions/university-policies#61>

Your Life. Your Career. Your Future.