



HSHS **REACH** Program

Frequently Asked Questions

What is the REACH Program?

The HSHS REACH (Resources and Education for the Advancement of Colleagues) Program supports our colleagues who are interested or actively pursuing their educational goals and career advancement by offering three educational payment paths. REACH now encompasses all education assistance benefits at HSHS.

What happened to the existing Education Assistance/Tuition Reimbursement Program? Is it going away?

The Education Assistance program has been incorporated into the newly enhanced HSHS REACH Program as one of the paths.

Who is eligible for the REACH Program?

Colleagues who are actively employed and budgeted at least 32 hours per pay period are eligible on their first day of employment. Colleagues must also be in good standing and have not had a verbal or written warning within the previous six months or a final written warning within the previous 12 months.

What are the REACH paths?

- REACH Partnership
- REACH Prepaid
- REACH Reimbursement

What is the maximum Tuition Coverage for REACH?

- REACH Partnership: \$5,250 for all eligible colleagues
- REACH Prepaid/InStride: \$5,250 for all eligible colleagues.
- REACH Reimbursement: \$5,250 for full-time (0.9 FTE or above) or \$3,000 for part-time (Over 0.4 FTE and less than 0.9 FTE)
- The maximum annual benefit is combined for all REACH paths.
- The maximum annual benefit under this policy is based on payments made in the calendar year, which may or may not be in the same calendar year in which coursework is completed.
- If the max annual allowance is met, the colleague will be responsible for any additional tuition and fees for the remainder of the plan year.
- Generally, HSHS tuition payments will only cover the cost of tuition, books and certain fees.
- If participating in more than one path, the colleague is responsible for tracking expenses to ensure that all benefits for the year do not exceed \$5,250. Any excess benefit is taxable or may be recouped.

Continue reading to learn more about each path.

Partnership Path

What is the Partnership Path and its benefits?

HSHS has established partnerships with specific colleges and universities for certain degree programs for colleagues to enroll in or for those currently enrolled. The benefit of this path is that you can attend a local school for your education and HSHS pays the tuition directly to the school on your behalf, up to the designation annual maximum amount. Be sure to work with an admissions counselor to ensure you do not incur any out-of-pocket expenses during the program year.

What schools participate in the Partnership Path?

HSHS has partnerships with St. John's College of Nursing (SJC) and Southern Illinois University – Edwardsville (SIUE).

What programs/courses are available through the schools?

- St. John's College of Nursing (SJC) – all programs offered are eligible.
- Southern Illinois University – Edwardsville (SIUE) – RN to BSN program is eligible.

Are grades required to be eligible to receive payment?

No, grades are provided by school once course(s) are completed.

How is payment made for this path?

Tuition is paid directly to the school on the colleague's behalf up to the annual maximum amount.

What are the different modes of learning?

- St. John's College of Nursing (SJC) – in-person and online
- Southern Illinois University – Edwardsville (SIUE) – online only

What is the timeline to starting my degree with this path?

After being accepted into the partnership program at either SJC or SIUE, a HSHS acknowledgement form must be submitted prior to starting the course and at the beginning of each new calendar year.

How do I apply?

1. Apply for Partnership program directly through College/University

- St. John's College of Nursing Springfield, IL (SJC): <https://www.hshs.org/StJohnsCollege>. For more information, email financialaid@sjcs.edu or call (217) 814-4705.
- Southern Illinois University Edwardsville, IL (SIUE): <http://www.siu.edu/corporate/hshs/index.shtml>

2. Process for Approval and Signed Partnership Agreement Required

- College/University will verify the colleague's eligibility and maximum amount allowed per calendar year based on their current budgeted hours with the HSHS HR Service Center.
- A Partnership Program Agreement will be required for each calendar year. The online form will be provided to the colleague by the College/University and must be submitted prior to starting the first course in the calendar year.
- Colleagues are NOT required to complete the Traditional Education Assistance Application or provide Proof of Costs for any courses taken under the Partnership program. The College/University will provide details regarding the courses and tuition amounts determined for the plan year. Payments will be made directly to school.

- a) If applicable, colleagues may need to utilize the Reimbursement Path in conjunction with the Partnership Path to fulfill other required coursework for the college.
 - Any additional course(s) taken at a local Community College or other University in addition to the courses approved under the Partnership Path would be processed under the Reimbursement Path. This is ONLY when a colleague participating in a Partnership Path would still have a remaining balance available under the policy after the total amount needed for Partnership program has been determined.

What happens if I leave HSHS before completing my education program?

If you are enrolled in classes at the time, you leave employment, you will be able to finish the current term, but you will not be able to continue participation in the REACH Partnership Path nor receive the tuition coverage the following term. You will be able to continue your education with your chosen academic institution, but you will be responsible for all future tuition costs if you are no longer employed by HSHS.

Prepaid Path

What is the Prepaid path and its benefits?

The Prepaid path provides the opportunity for eligible colleagues to receive up to \$5,250 in upfront tuition coverage for high school diplomas, certificates, associate degrees, undergraduate certificates, bachelor's degrees, graduate certificates, master's degrees, and doctoral degrees.

The Prepaid Path offers greater amount of available educational program, flexibility and HSHS paid tuition upfront through the InStride platform.

What programs/courses are available through the schools?

The Prepaid Path offers access to over 1,000 programs at various education levels, across 20 different fields of study. To learn more about what programs are available, visit <https://hshs.instride.com/>.

Are grades required to be eligible to receive payment?

No. While we encourage you to put in the effort to achieve excellent grades in each course you take, there is no requirement to submit grades.

How is payment made for this path?

HSHS pays tuition upfront and directly to the school on the colleague's behalf, up to the annual maximum amount.

What are the modes of learning?

All programs are offered completely online.

What is the timeline to starting my degree with this path?

You can start once you have been approved by your admissions representative as well as your leader.

How do I apply?

Get started by visiting <https://hshs.instride.com/>.

What happens if I leave HSHS before completing my education program?

If you are enrolled in classes at the time you leave employment, you will be able to finish the current term but you will not be able to continue participation in the REACH Prepaid Path nor receive the tuition coverage the following term. You will be able to continue your education with your chosen academic institution, but you will be responsible for all future tuition costs if you are no longer employed by HSHS.

Reimbursement Path

What is the Reimbursement Path and its benefits?

The REACH Reimbursement path is designed for colleagues currently enrolled in school or anticipating an upcoming start or return to a local school.

What programs/courses are available through the schools?

Courses must be taken for credit through an accredited school or institution and must relate to the completion of a degree program in a discipline that supports the operations of the System, such as healthcare, business, or management to allow for succession planning, talent management, and growth strategies.

Are grades required to be eligible to receive payment?

Passing grade(s) will need to be submitted after the course(s) has been completed to receive reimbursement. If grade(s) is received after the processing of the final pay period in the year, payment will be made in the following year and count towards the new year's tuition annual maximum.

How is payment made for this path and are expenses reimbursable?

Colleagues will pay for the tuition cost up front and will be reimbursed by HSHS after course(s) have been completed and grade(s) have been received.

The Reimbursement Path offers reimbursement for colleague expenses relative to books, fees, and tuition less any grants/scholarships. The below expenses are NOT eligible for reimbursement:

- Meals, lodging, or transportation.
- Tools or supplies (other than textbooks) that you can keep after completing the course of instruction.
- Courses involving sports, games, or hobbies unless they:
Have a reasonable relationship to the business of your employer or are required as part of a degree program.

What are the modes of learning?

The mode of learning for the Reimbursement Path would be per the school you are attending. This could be in-person, online or a hybrid of in-person and online.

What is the timeline to starting my degree with this path?

Once you have been accepted to your program of study, you will need to submit a Reimbursement Path Application. Applications must be submitted and approved by HSHS prior to the start of your course(s). This applies to each semester/course if you have not reached the yearly tuition maximum.

How do I apply?

Visit <https://hshs.tuition.io/> to submit your Reimbursement Path Application as long as you have been accepted into a program of study or already enrolled in a program of study.

What happens if I leave HSHS before completing my education program?

If you are enrolled in classes at the time you leave employment, you will be able to finish the current term, but you will not be eligible for reimbursement under the REACH Reimbursement Path. You will be responsible for all tuition costs if you are no longer employed by HSHS.

To explore each path and find the one that best fits your educational needs, please visit Workday Help using the following URL: myworkday.com/hshs/wdhelp/helpcenter.