

UNITED HEALTH SERVICES HOSPITALS

**ALLIED HEALTH
EDUCATION INCENTIVE
PROGRAMS**

*** Before submitting your application, please check the Summary of Education Incentive and Tuition Forgiveness Programs Grid to ensure applications are currently being accepted.**

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Inside Back Cover.*

UNITED HEALTH SERVICES HOSPITALS EDUCATION INCENTIVE PROGRAMS (EIP) – Application Form

* Before submitting your application, please check the Summary of Education Incentive and Tuition Forgiveness Programs Grid to ensure applications are currently being accepted.

Please circle the program for which you are applying: Accredited Medical Records Technician, Licensed Practical Nurse, Medical Rehabilitation, Medical Technologist, Nurse Practitioner: Psychiatric and Emergency Department, Respiratory Therapist, Pharmacist, Registered Dietician, Physician Assistant: Clinics and Emergency Department, Radiologic Technologist. Other: _____

APPLICATION PROCEDURE

Please submit the following application materials to United Health Services Hospitals, Employment Department, 33-57 Harrison Street, Johnson City, NY 13790. Applicants must submit all required materials in the same package. **Incomplete applications (those missing any of the materials listed below) will not be considered.**

- ✍ Completed EIP Application Form.
- ✍ Resume.
- ✍ Two (2) letters of recommendation. Letters should be from non-family members directly familiar with your academic, employment, or clinical performance (ie., teacher, school administrator, supervisor).
- ✍ Official transcripts of high school and all post high school education.
- ✍ Copy of letter of acceptance into an accredited program.

PERSONAL INFORMATION

NAME: _____
Last First M.I.

SOCIAL SECURITY # _____ - _____ - _____ E-MAIL: _____

HOME ADDRESS: _____ MAILING ADDRESS: _____

HOME PHONE: () _____ CELL PHONE: () _____

ARE YOU OR HAVE YOU EVER BEEN A UNITED HEALTH SERVICES EMPLOYEE OR VOLUNTEER? _____

If yes, indicate: Dates: _____

Position: _____ FT or PT: _____

Department/Unit: _____

ARE YOU BEING REFERED TO THIS PROGRAM BY A UHS EMPLOYEE? _____

If yes, indicate: Name: _____ Department: _____

ACADEMIC INTENTIONS

Are you currently accepted for admission in an accredited college program related to this EIP application? NOTE: you must be accepted into the program for which you are applying. Candidates taking pre-requisite courses or who are on a waiting list cannot be accepted into the EIP.

Yes No If yes, what year enrolled _____ Anticipated Date of Graduation: _____

If yes, indicate: _____
Academic Program College/University

Note: Applications will not be considered until acceptance into the appropriate program is achieved.

CAREER GOALS

Indicate your immediate and long term career goals.

ACADEMIC HISTORY

ACADEMIC RECORD*:

Include high school(s) attended and any post high school education.

<u>School</u>	<u>Address</u>	<u>Graduation (Y or N) & Degree</u>	<u>Grade Point Average</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

HONORS AND AWARDS*:

List and describe special honors, awards, or recognition received in high school or post high school education.

EXTRACURRICULAR / LEADERSHIP ACTIVITIES*:

Describe briefly any extracurricular activities such as clubs, sports, work experience, or community activities, highlighting examples of leadership.

* Attach extra sheet if necessary

I hereby certify that the above information and all documentation submitted is accurate to the best of my knowledge.

Student Signature _____ Date _____

Signature of Parent/Guardian (if under 18) _____ Date _____

I. Goals

- A. To provide a pool of qualified, well-trained applicants for key clinical positions with a current or projected labor shortage.
- B. Encourage interested United Health Services Hospitals (UHS) employees, United Medical Associates (UMA), and other eligible candidates to pursue education leading to a degree, certificate, and/or licensure in a selected health career field.
- C. Employ or retain as employees of United Health Services Hospitals (Wilson Medical Center and Binghamton General Hospital) or UMA, individuals who have successfully participated in the Education Incentive Program (hereafter Program).

II. Method

- A. Each year a designated number of candidates will be sponsored by UHS to complete the education requirements for specific degree and/or certificate programs. Candidates will be screened and selected by a committee consisting of Human Resources and the appropriate department's management team.

III. Eligibility Requirements

- A. Candidates must either be accepted for admission (pre-requisites are completed) or be currently enrolled in an accredited college/university program as a full-time or part-time student and be scheduled to complete course work within four (4) calendar years or less for all Programs except for Pharmacist and Medical Rehabilitation. The Pharmacist program must be completed in six (6) years. Medical Rehabilitation programs must be completed in four years (Bachelors program) or six years (Graduate program).
- B. Candidates must be students in good standing and must maintain a minimum of a 3.0 grade point average (GPA) or above on a 4.0 scale, or the equivalent.
 - 1. Where qualifications are equal, current regular United Health Services system employees and their families will be given priority consideration.
 - 2. Should a student retake a class, for any reason, the student will be responsible for paying the tuition associated with this class; meaning, UHS will pay for a class once.

I have read the statements above and understand its contents.

_____ (print name, sign/date)

_____ (Parent/Guardian – if under 18)

- 3. If the student’s GPA falls below the requirement stated above, he/she will have one semester to raise it to the required GPA. If the student is unable to achieve this, he/she will be removed from the Program and repayment will be required per Section V.B.
- C. Qualified candidates attending institutions within 1) Broome County; 2) New York State; 3) Pennsylvania, and 4) other states will be given preference, in that order.
- D. Should the student be in receipt of formal written disciplinary action as a United Health Services employee, the student’s continued participation in the Program will be reviewed and may lead to termination from the Program. Should the student be terminated from the Program, repayment of all monies paid on the student’s behalf will be required per the terms outlined in Section V.B.
- E. Upon graduation, students may be placed at any UHSH or UMA facility to meet the employment requirement.

IV. Provisions

- A. 1. UHSH will provide payments directly to the school or university, in the amounts listed below:

Accredited Medical Records Technician	100% of tuition and mandatory fees	Operating Room Technician	100% of tuition and mandatory fees
Licensed Practical Nurse	100% of tuition and mandatory fees	Nurse Practitioner: Psych. & Emerg. Dept.	100% of tuition and mandatory fees
Medical Rehabilitation (PT / OT)	100% of tuition up to \$6,600 per semester for up to six (6) years and mandatory fees.	Respiratory Therapist	100% of tuition and mandatory fees
Medical Technologist	100% of tuition and mandatory fees	Physician Assistant: Clinics and Emerg. Dept.	100% tuition and mandatory fees

NOTE: Any grants, including TAP and PELL, received by the learning institution on behalf of the student which appear on the student account will be subtracted from the tuition amount paid by UHSH on the student’s behalf.

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B. Recipients will agree to the following:

1. For every year of participation in the EIP, the candidate commits to that number of year of continuous employment at UHSH or UMA, with a minimum of two years in a part-time 1 (.6) employment status or greater.
2. Completing the educational requirements for the appropriate professional degree within the specified amount of time (Section III.A.) or repayment will be required according to the repayment schedule as outlined in Section V.B.
3. Accepting a position within UHSH (Wilson Medical Center or Binghamton General Hospital) or UMA at a minimum of Part Time 1 .6 (48 hours bi-weekly), and beginning within 60 days of graduation.
4. If the candidate terminates employment before the work commitment as outlined above is met, the candidate will reimburse UHSH the tuition for each year owed according to the repayment schedule as outlined in Section V.B.
5. Based on the availability of employment opportunities within the United Health Services system, there will be a commitment to work part time or per diem while attending school and enrolled in the Program.

Recipients will be expected to adhere to all UHSH and/or UMA policies and Standards of Performance. Failure to obtain satisfactory work performance appraisals or termination of employment for cause will be grounds for termination from the Program.

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, Problem Solving and Conflict Resolutions Procedures.

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.)

6. Recipients will not be eligible for any additional new hire monetary incentives unless indicated otherwise.

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- 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 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 or UMA 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 pay interest on the loan according to the repayment schedule as outlined in Section V.B.

- E. UHSH or UMA reserves the right to withdraw tuition resources and to remove recipients from the Program for any reason at any time. Recipients who were current UHSH or UMA 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 or UMA 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, “Problem Solving and Conflict Resolution Procedures.” Repayment of all tuition must commence according to the repayment schedule as outlined in Section V.B.

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- 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. Recipients who are current UHSH or UMA 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 or UMA 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, “Problem solving and Conflict Resolution Procedure.” 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 receipt of NYS licensure or certification as required. If licensure or certification is not obtained within the required amount of time, repayment of tuition will be required according to the procedures outlined in Section V. The required amount of time will be discussed at time of offer. 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 or UMA in consideration of the individual’s performance and appropriate job availability.
- H. Upon graduation, a statement will be provided which will itemize the total amount of monies paid on the recipient’s behalf for the Program. Beginning the pay period in which professional employment starts, 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	\$2,000
Spring Semester	\$2,000
Fall Semester	\$2,000
<u>Spring Semester</u>	<u>\$2,000</u>
 Total paid on your behalf	 \$8,000

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\$8,000 divided by 52 pay periods = \$153.85. 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 position not being available, repayment of tuition related to the Program will be required. UHSH or UMA 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 achieve appropriate licensure or certification
- 3) voluntary termination while in UHSH or UMA employ
- 4) involuntary termination for cause (i.e., failure to meet job requirements, misconduct, etc.) in accordance with Human Resources Policy #5.3.0, “Constructive Disciplinary Action Procedure”
or,
- 5) UHSH or UMA 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 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.

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- 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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