<div align="center">

Updated as of 11/14/2025

SEIU 1199NE Training and Upgrading Fund

Tuition & Continuing Education Reimbursement Policy

For Women & Infants Hospital – effective January 1, 2025

</div>

<div align="center">

All LATE 2025 APPLICATIONs WILL BE DENIED after December 15, 2025. NO EXCEPTIONS

</div>

WIH workers taking classes NOW or at any time in 2025 MUST APPLY NO LATER THAN December 15, 2025 (for Spring, Summer, Fall or Winter 2025 classes/programs/conferences)

When should I apply after December 15, 2025 into 2026 +:

You should apply online **_before your classes begin_**. Apply online by the deadlines listed below.

There are **_NO EXCEPTIONS for late submissions_**, late applications will be denied.

> _For semester-based college and university programs:_

- **For ALL 2025 Semesters & Programs ONLY** Women & Infants Hospital members must apply
  - ⇨ **NO LATER than 11:59 pm December 15th, 2025**
- For ALL Semesters in 2026 and after the NEW DEADLINES are in full force – **_students MUST APPLY PRIOR to your classes beginning_** and **_NO LATER THAN the below deadlines_** (or the application will be denied, no exceptions):
  - o **SPRING** deadline = January 15th
  - o **SUMMER** deadline = May 31st
  - o **FALL** deadline = August 31st
  - o **WINTER** deadline = December 15th

For non-semester-based programs the deadline to apply is:

- by 11:59 pm the day before the 1st class

Who is eligible to receive Tuition Reimbursement?

Those employees covered by the **_New England Health Care Employees Union District 1199/SEIU Collective Bargaining Agreement_** at **Women & Infants Hospital** who have met the following criteria can apply:

- Current employees hired prior to January 1, 2025 are eligible:
  - o After one year, 12 continuous months after date of hire **_OR_**
  - o After passing 90 days probation **_AND_** you were enrolled and taking classes in the Fall of 2024
- Employees hired January 1, 2025 & after, are eligible:
  - o After one year, 12 continuous months after date of hire
- All employees meeting the above criteria also:
  - o MUST have worked an average of at least 8 hours of work per week during the previous year
  - o MUST continue to work an average of at least 8 hours per week during the semester/term for which you have applied for reimbursement
- This benefit is **NO LONGER PRORATED**. Whether you are part-time, per-diem or full-time, eligible employees can receive 100% of the benefit, not a pro-rated portion.
- Eligible employees **_NO LONGER_** need to apply to the WIH-CNE (Employer's) tuition benefits **_BEFORE_** accessing the 1199 Training Fund benefit. You only need to apply directly here to the 1199 Training Fund online application. There is no longer a CNE Employer' based Tuition benefit. Instead, the 1199 Training Fund benefit offers a much higher rate of reimbursement, see details below.

Who should apply?

Everyone in 1199NE at WIH who wants to go to school or enter a program should apply.

Apply first before taking classes and before you are sure you are eligible. The online application is easy to complete. There is no cost. If you wait to figure out if you qualify, you might miss the deadline. Most members who are denied are denied because they failed to apply on time. Apply first. We'll sort it out with you after you apply. But deadlines are strictly enforced going forward in 2026 and we don't want anyone to miss out. You could receive $4,000 + dollars each semester for 3 semesters plus books, materials, uniforms & computers. Apply first, ask questions later! Trust us, it's worth it. There is no fee, it takes less than 5 minutes. But it must be done prior TO CLASSES starting and prior to the deadlines listed above, or you are guaranteed to be denied, no exception.

How to Apply

Submit your online application by using your Personalized Tuition Reimbursement application link **BEFORE YOUR CLASSES/PROGRAM/CONFERENCE** begins **AND by each semester's deadline** (see deadlines above).

How do WIH workers receive their Personalized Tuition Reimbursement Application link to apply?
1) Four times a year the 1199 Training Fund texts and emails out the link to all members we have on file.
2) Any time throughout the year, you can email our staff to request your Personalized TR application link AND provide them with your up-to-date cell phone and emails (providing both your work and personal is best).
   a. Submit your request to Dannerys and she will email you your Personalized TR Application Links as soon as possible: dtaveras@1199trainingfund.org
3) Never give your Personalized TR Application link to a co-worker. It is unique to your name and employment details. Sharing it with other workers for them to apply for their own classes will erase your application details and file one in YOUR name for them AND you won't be able to apply that semester. Instead of giving them your Personalized link please have them email a request for their own link to Dannerys: dtaveras@1199trainingfund.org
4) Once you have received your unique Personalized Tuition Reimbursement Link be sure to save this link on your smartphone, or somewhere in your email where you can easily find it. Try saving it in your cell phone contacts, call it "1199 Tuition Reimbursement Application link" and save it in the phone contact "notes section".
5) Every time you wish to submit a TR application you can use this same link. Your link will be the same *every year you work at WIH*. Each time you wish to apply for a new semester or program you click that same Personalized TR Link and it will trigger a new application for that new program/semester to be created in your name.
6) If you try to apply after the deadline, you will automatically be denied.

What do I do after I submit my application?

If you apply on time, you will receive a **confirmation email** that you **MUST READ** as it contains your next required steps to complete your application. A confirmation email **does not guarantee** you will get Tuition Reimbursement. AND the email contains what you MUST do next to receive TR.
7) For each application you create with your Personalized TR Link, be sure to save the email that is sent to you immediately after you submit your application. **Why?**
   a. Not only is this email HOW you will know you successfully applied,
   b. BUT the confirmation email also contains your new **TR Application's specific Document Upload link** for that application. You MUST save and use this Doc Upload link at the end of your semester/program.
   c. To complete your application, you must use this Document Upload link specific to that semester/program application to upload required documents at the end of your semester/coursework/program.
   d. No payments can be made to members without all the required documentation being uploaded by you.

e. **All documents must be submitted within 60 days of the end of the program, or the application will be denied**. Having access to that specific **Document Upload link** for each Application is key to your timely uploading your documents. You can ask staff to re-send you a link BUT if you wait until the last minute to reach out to them for the link, you may miss the deadline through no fault of theirs (as we sent it to you the first day you applied.) You can be denied if you are late on your Document uploads, so saving your Confirmation Emails will help you at the end of semester complete your application on time.

f. **If you have multiple TR applications in 1 year**, please do not mix up your Document Upload links, they are specific to the Semester/Program you applied for in each application. Your confirmation email with the Document Upload link will list specifically what Semester/Program you applied for (example: Spring_2025, Fall_2025, Non-semester-based_2025)

g. **Submitting all paperwork does not mean you will be approved**. Once all your documents have been submitted, 1199NE Training Fund staff are notified and will attempt to review and issue an award or denial decision within no later than 4 weeks of complete upload of required documents. Usually, we do this much sooner.

h. Once approved, payment can be expected within 12 calendar days or less. Pay attention to our **Approval Email** as we will indicate the mailing address we have on file. If the mailing address we send you IS WRONG, you have a very short window of time to correct us. Please don't send your mailing address to us in advance. Please wait for an award email with the address we have on file. Sending us your correct mailing address in advance of our award email will delay our processing of TR applications timely.

i. Certain **document requirements** must be met to be approved. Those requirements are described both here in this policy and with further details in the Document Submission requirements **here**: [Click here for 1199TUF Application Requirements Policy]

j. **Eligible members who receive above $5,250 in Tuition Reimbursement per year MUST fill out a State and Federal Tax form** as the benefit is taxable (per State and Federal IRS Tax law). The 1199NE Training Fund will notify you IF you have received $5,250 or more and send you these forms which you must fill out and return to the 1199NE Fund prior to receiving Tuition Reimbursement checks from the Training Fund.

k. These **IRS & State Tax forms will be sent out electronically and you can upload them** via your application's Document Upload link. The Training Fund is required by the IRS and the State to tax and report to them benefit amounts you've received over $5,250. Please return these forms so we can pay you as quickly as possible.

For more assistance filling out your online application or further questions, contact Dannerys via her email and she'll schedule a time to assist you with your application:
- email **DTaveras@1199trainingfund.org**

Reimbursable Expenses
Reimbursable expenses can be used towards *credit-bearing and non-credit-bearing college and professional courses*, and can include:
- **Tuition** and **course fees**, up to **$4,000 each semester**, for up to 3 semesters per year (January to December), for a possible maximum Tuition Reimbursement of **$12,000* per year per member** (regardless of whether an employee is Full-Time, Part-Time or Per-Diem). For **accelerated LPN programs students** can receive Tuition Reimbursement of **up to $16,000 per year per member.**
- **Course fees** can include registration for conferences, workshops, seminars, and other certificate programs specifically related to your continuing education in technical, professional, therapeutic, and other areas of healthcare.
- **Computer:** Up to *$500* for a one-time purchase of a **computer** for 2025** only (must provide proof of online course/program enrollment *AND must be eligible for Tuition Reimbursement*). **Unless Trustees vote to extend Computer reimbursement policy into 2026 during December 2025 meeting**
- *Required* **course books** (must provide detailed receipts and course textbook list).

- ***Required* course uniforms** or other equipment and course materials (must provide detailed receipts and course list/syllabus demonstrating they are required for the class)

Non-Eligible Expenses

The following expenses are NOT eligible for reimbursement under this funding:

1) Lodging, travel, and material expenses to classes, conferences, courses not specified above;
2) Subscriptions to professional association(s);
3) Basic recertification exams and/or fees required to maintain professional licensure required by WIH/CNE to maintain employment in your current position and professional category.
4) Fees for late payments, parking, health insurance, graduation, payment plan, background checks, and drug testing.

Good luck with your coursework. Please let us know when you graduate, or when you have received your intended final certification and/or degree! We have Graduation ceremonies, and we would love to invite you and your family to participate if you've graduated or reached your own educational goal through our 1199NE Training Fund benefits. Let us know how you are doing: Dannerys Taveras, 1199NE Training Fund staff: DTaveras@1199trainingfund.org