



**Citizens Memorial Hospital District
Citizens Memorial Health Care Foundation**

1500 N. Oakland Avenue, Bolivar, MO 65613
phone 417-326-6000 | fax 417-328-6338

citizensmemorial.com

Employee Tuition Assistance Application

Last Name _____ First Name _____ MI _____

Permanent Address _____ Phone Number _____
Address City State Zip Code

EDUCATION

Name of Institution _____ Graduation Date _____

Degree to be obtained _____ Address _____

Financial Aid Contact _____ Financial Aid Email _____

Total Amount Requested: _____ Total Number of Semesters: _____

Please submit a copy of your most recent account statement with this application form. Attach an additional page for any additional loan information if applicable.

Are you currently receiving tuition assistance or loan forgiveness through any other program (HRSA, Nurse Corp, CMH, etc.)?
____ YES ____ NO

Note: If you are a current Medical Excellence Scholarship recipient or another CMH loan forgiveness recipient, total funds may be reduced by prior amount received.

I understand that I am only eligible to receive tuition assistance for up to \$20,000 over four years. I understand that a decision will not be made until the entire application is received and processed. I also understand that if I am chosen as a recipient of the Tuition Assistance Program, I will be required to sign an agreement outlining my obligation to Citizens Memorial Hospital District and Citizens Memorial Health Care Foundation.

Signature of Applicant _____ Date _____

Eligibility Criteria for Current Employees

- The employee must be currently enrolled in an accredited college program that will ultimately result in a degree as a Registered Nurse, Licensed Practical Nurse, Nurse Practitioner, Physical Therapist, Occupational Therapist, Speech Therapist, Social Work (MSW or LCSW), Respiratory Therapist, Radiology Technician, Pharmacist, Medical Lab Technologist OR Medical Lab Scientist role.
- Employment status post-graduation and completion of the program must be full time or part time.
- The employee has not received a DESK or formal disciplinary action in the last 18 months and will remain in good standing for the duration of the loan forgiveness agreement.
- The employee demonstrates evidence of CMH Guiding Service Principles (SERVE) in daily work.
 - On the employee's last Performance Center Evaluation they scored "Usually" or "Always" in all categories of their SERVE ratings. (as applicable).
 - Ongoing, they must score "Usually" or "Always" in all categories of their SERVE ratings for the duration of the tuition assistance agreement.
- The employee must have been acknowledged as high or solid in the current year's High, Solid, Low conversation. (as applicable).
 - Ongoing, the employee will be acknowledged as high or solid for each year's High, Solid, Low conversation for the duration of the loan forgiveness agreement.
- The employee must demonstrate consistent behaviors: (be prepared to provide examples).
 - Attendance in good standing.
 - Willingness to go above and beyond for the department and team.
 - Great customer service.
 - Strong clinical competency (as applicable).
- The employee must be willing to commit to the length of service contract for tuition assistance.
- The employee must provide two letters of recommendations/validation of eligibility criteria.
 - One of the letters must be from their direct supervisor.
 - Submit the letters of recommendation with this application. (The application will not be processed until letters are submitted).

Failure to meet the above outlined expectations could result in termination of the tuition assistance agreement. By signing below I verify that I have met and will continue to meet the required expectations.

Signature of Applicant _____ Date _____

Required Expectations for New Hire

- The employee must be currently enrolled in an accredited college program that will ultimately result in a degree as a Registered Nurse, Licensed Practical Nurse, Nurse Practitioner, Physical Therapist, Occupational Therapist, Speech Therapist, Social Work (MSW or LCSW),, Respiratory Therapist, Radiology Technician, Pharmacist, Medical Lab Technologist OR Medical Lab Scientist role.
- Employment status post-graduation and completion of the program must be full time or part time.
- The employee will not receive a DESK or formal disciplinary action for the duration of the tuition assistance agreement.
- The employee must demonstrate evidence of CMH PRIDE in daily work.
 - On the employee's Performance Center Evaluation they will score "Usually" or "Always" in all categories of their PRIDE ratings for the duration of the loan forgiveness agreement.
- The employee must be acknowledged as high or solid performer in the yearly High, Solid, Low conversation for the duration of the tuition assistance agreement.
- The employee must demonstrate and maintain consistent behaviors:
 - Attendance in good standing.
 - Willingness to go above and beyond for the department and team.
 - Great customer service.
 - Strong clinical competency (as applicable).
- The employee must be willing to commit to the length of service contract for tuition assistance.

Failure to meet the above outlined expectations could result in termination of the tuition assistance agreement. By signing below I am verifying my commitment to meet the required expectations.

Signature of Applicant _____ Date _____