



ST. VINCENT'S COLLEGE

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SUBSIDIARY OF ST. VINCENT'S MEDICAL CENTER

St. Vincent's College Tuition Reimbursement and Discount Change in Practice Effective January 1, 2017 Spring Semester

The purpose of this communication is to announce a policy modification as it relates to tuition reimbursement programs at St. Vincent's College. Effective January 1, 2017, St. Vincent's College will standardize its tuition discount at 10% for all signed and approved contracts with other medical centers, hospitals, academic institutions and business and industries.

All current contracts with a tuition discount rate in excess of 10% will be honored solely for candidates currently enrolled. These candidates will be grandfathered with their current rates until the candidates have either completed their approved program of study or completed the approved courses. In cases in which the employer elects to discontinue an arrangement with St. Vincent's College, the grandfathered candidates' maximum tuition discount rate will be modified to 10%.

St. Vincent's College is also modifying the process for candidates who receive an employer tuition benefit. The current policy enables the candidate to enroll in a college course without paying tuition in advance. At the conclusion of the semester and invoice is then submitted to the contracted entity. St. Vincent's College is reimbursed after the semester by the contracted entity if the candidate achieves a passing grade. For candidates who do not receive a passing grade or withdraw from the course the College is responsible for recouping the tuition and fees.

Effective January 1, 2017 a new process for candidates who qualify for tuition reimbursement from their employer will be in place. Like all other St. Vincent's College students, the modification will require the candidate to pay for tuition prior to the start of classes. At the conclusion of the semester, St. Vincent's College will provide the candidate with a course grade from the Registrar's Office. It will then be the candidate's responsibility to submit all necessary documentation to his her Human Resource department or other department for reimbursement.

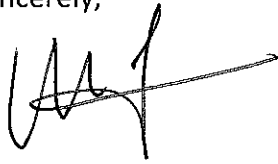
All candidates are encouraged to apply for federal, state and institutional financial aid based upon submitting the Free Application for Financial Aid (FAFSA) to the Department of Education. For those candidates who do not qualify for financial aid, payment plans can be structured

through St. Vincent's College Tuition Management System (TMS) affiliation. All candidates are subject to the same policies and procedures as other St. Vincent's College students with respect to drop/add periods and pro-rated reimbursements.

I trust this four-month advance notice will provide ample time for both the candidate and the employer to adequately communicate and inform employees on the policy modification at St. Vincent's College.

If I can assist in any way please do not hesitate to contact me at Michael.gargano@stvincentscollege.edu

Sincerely,

A handwritten signature in black ink, appearing to be 'M. Gargano', with a long horizontal stroke extending to the right.

Michael Gargano
President