

# Inova Educational Assistance Program Quick Reference Guide

Inova provides Educational Assistance to help with the expenses you might incur within your career development plan.

## **Who is Eligible?**

- All regular full -time and part-time team members budgeted to work  $\geq$  40 hours per pay are generally eligible to apply for Educational Assistance.
- A team member must be in a benefits-eligible status at the time of course application and remain benefits-eligible through course completion.
- Team members must complete 90 days of satisfactory employment with Inova before they can commence a course that is eligible for educational assistance. This requirement does not apply to team members in a fellowship program.

## **What is the Maximum Benefit Limit?**

- All eligible expenses may be reimbursed up to the maximum reimbursement amount of \$5,250 per employee per calendar year. The overall limit is inclusive of tuition, fees and text books.

## **What Degree Program is Eligible?**

- All Non-degree coursework that earns college credits
- Associate
- Bachelor
- Graduate
- Executive MBA
- Doctor
- Post Graduate Degree (Ph.D.)
- Certificate
- Certifications

## **What Coursework is Eligible?**

- Individual courses
- Certification exams
- Certification practice exams
- Prep courses to prepare for the exam

## **What is the School Requirement?**

- All selected schools must be regionally or nationally accredited that are Title IV approved per the Department of Education.

You can review the complete Inova Educational Assistance Program Policy at <https://inova.tap.edcor.com>. click on the Program & Contact Information tab and there you can down load or view the policy.

**For additional questions please contact Edcor at 1-800-326-0780.**