



BSN Tuition Reimbursement Program Application

Please complete this application and submit it to: BSN@tnaa.com.

Once you have submitted this application, please visit our corporate partnership website at <http://application.aspen.edu/aspenu/corporate/tnaa> to start the enrollment process with Aspen University.

- Title: Tuition Reimbursement Program
- Purpose: To define the agency’s policy for providing financial assistance to employees to further their education and career development through education in an accredited RN-to-BSN program.
- Eligibility: Applicant must have successfully completed a minimum of 52 weeks on assignment within an 18-month period or 78 weeks on assignment within a 24-month period to be eligible for tuition reimbursement of \$8,775.00.

Once the applicant is enrolled and starts their first course of the BSN program, the weeks on assignment will start to count towards the minimum goal of either 52 or 78 weeks on assignment to be eligible for reimbursement.

Degree requirements must be successfully completed within 24 months from university program start date.

Passing grades for all courses and confirmed completion of the program is required for tuition reimbursement.
- Disqualifications: Termination from any assignment as a result of a major clinical error or unprofessional conduct could result in a disqualification from the reimbursement program. This will be determined by the VP of Clinical Services.

Withdrawal from the program at any point will also disqualify a traveler from the BSN reimbursement program.



**Travel Nurse
Across America**

Non-passing grades of any course will automatically disqualify any traveler from receiving any tuition reimbursement from TNAA.

Reimbursement Process: Reimbursement is paid in a lump sum upon the successful completion of the BSN degree, and all eligibility requirements must be met in order to receive payment from TNAA.

Fill out the provided form requesting reimbursement upon completion of the TNAA BSN Program.

After the end-of-program proctored exam is taken and the degree can be confirmed with Aspen University, the Clinical Department will coordinate the reimbursement with the Payroll Department.

Federal Tax Regulations: Federal tax regulations allow only \$5,250.00 of tuition reimbursement to be tax-free. As a result, we are required to report any tuition reimbursement over \$5,250.00 as taxable income. The amounts are reported to the IRS and will be included on the individual's W-2 for the year the tuition reimbursement is made. For the Aspen RN to BSN program, that would result in an estimated tax impact between \$800.00 and \$1,200.00.

Please Print Clearly:

Name: _____

ID/SSN: _____

Mailing Address: _____

City/State/Zip: _____

Anticipated Program Start Date: _____

TNAA Employment Start Date: _____

I hereby acknowledge that I have read and understood the terms and conditions as provided above in the TNAA Tuition Reimbursement Application. This application must be completed in full and is to be submitted to BSN@tnaa.com before your assignment start date.

Applicant's Signature: _____ Date: _____

Tuition Reimbursement Program FAQ

Travel Nurse Across America is pleased to offer tuition reimbursement to registered nurses who are interested in pursuing a bachelor of science in nursing (BSN) degree and meet the program's educational and professional requirements. Below are some frequently asked questions designed to help applicants understand this new program.

What is the Tuition Reimbursement Program?

TNAA's Tuition Reimbursement Program provides financial assistance to registered nurses who complete a BSN degree through Aspen University's RN to BSN program.

How much tuition reimbursement does the program provide me?

Upon successful completion of the BSN program and if all eligibility requirements have been met, the traveler must submit a reimbursement request form with all of the necessary documentation to receive a reimbursement check of \$8,775.00.

Will the Tuition Reimbursement Program reimburse me for an MSN degree?

No. Reimbursement is provided only to those completing Aspen University's RN to BSN program. However; anyone wishing to pursue their MSN degree will receive a 10% tuition discount at Aspen University while employed with TNAA.

Who is eligible to participate in the Tuition Reimbursement Program?

Any registered nurse who holds a current, unencumbered RN license and is currently on assignment with TNAA or has booked a future assignment with a signed contract.

What are my travel assignment requirements in order to receive full tuition reimbursement?

Applicant must have successfully completed a minimum of 52 weeks on assignment within an 18-month period or 78 weeks on assignment within a 24-month period to be eligible for tuition reimbursement of \$8,775.00.

Once the applicant is enrolled and starts their first course of the BSN program, the weeks on assignment will start to count towards the minimum goal of either 52 or 78 weeks on assignment to be eligible for reimbursement.

Can I attend a school of my choice?

No. You must attend Aspen University, TNAA's partner school, to receive the \$8,775.00 reimbursement.

If I am already enrolled in a program, do I qualify for tuition reimbursement?

In order to qualify for reimbursement, you must attend Aspen University, TNAA's partner school. You may be able to transfer courses completed at another educational institution for credit towards degree completion at Aspen.

Will I be responsible for paying my tuition upfront?

Yes. Each BSN student must pay all tuition costs and associated fees up front. Aspen allows you to pay monthly interest free payments of \$250.00 while completing the program. TNAA will provide reimbursement once the BSN program is successfully completed and documentation is submitted proving all eligibility requirements have been met.

If I receive loans to assist with my tuition costs am I eligible to receive tuition reimbursement?

Yes. The program is open to students who receive loans to cover to tuition costs.

How do I apply for the tuition reimbursement program?

You are encouraged to discuss program details with your recruiter. After doing so, please fill out the Tuition Reimbursement Application, then submit to BSN@tnaa.com.

When should I submit the required documentation for tuition reimbursement?

Following the completion of your coursework and end-of-program proctored exam.

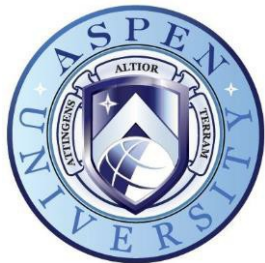
How long does it take for me to receive the tuition reimbursement money?

Qualified applicants will receive a reimbursement check approximately 45-days from the time the Tuition Reimbursement Form is received and the degree is confirmed with Aspen University.

What if I have additional questions regarding the Tuition Reimbursement Program?

For more information please reach out to our corporate contact at Aspen, Steven Crask directly at (855) 284-2706 or email him at Steven.crask@aspen.edu and visit our corporate partnership website at <http://application.aspen.edu/aspenu/corporate/tnaa> to start your free application.

Mention you work for Travel Nurse Across America to take advantage of the 10% tuition discount. TNAA's Clinical Department is also available to answer questions at 800-240-2526.



1660 S. Albion St.
Suite 525
Denver, CO 80222

(800) 373-7814 – Phone
(303) 200-7428 – Fax
www.aspen.edu

OFFICE OF THE REGISTRAR
FERPA Authorization to Release Educational Records

Student Information
Please fill out all fields:

Name: _____ Learner ID Number: _____

Address: _____

Phone: (____) _____ Email Address: _____

Although I understand that the Federal Educational Rights and Privacy Act (FERPA) prohibits Aspen University from providing my parents/legal guardians and others with my grade, financial, and disciplinary records, and certain other information from my education records without my consent, I hereby waive my right to such privacy, and authorize Aspen University to release such information to the following person(s):

_____	_____
<i>Name</i>	<i>Relationship</i>
Travel Nurse Across America	Employer
_____	_____
<i>Email Address</i>	<i>Phone Number</i>
BSN@nurse.tv	501-663-5288

Please create a unique 5-digit alpha-numeric passcode that the above-listed party will use to identify themselves when discussing your record. Aspen University officials will require the above third-party to give this passcode each time that they inquire about your academic record.

Your passcode should be made up of three letters followed by two numbers. (Example: ABC-01)

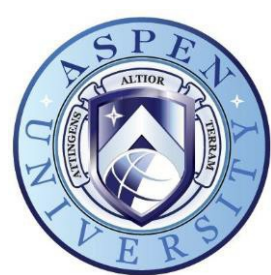
Passcode: TNAA-01

_____	_____
<i>Student Signature</i>	<i>Signature Date</i>
Electronic signature not accepted	

Return completed forms to:

Email: registrar@aspen.edu
Fax: 303.200.7428

Mail: Aspen University
Attn: Registrar's Office
1660 S. Albion St.
Suite 525
Denver, CO 80222



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Suite 525
Denver, CO 80222

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www.aspen.edu

Privacy of Student Information (FERPA Rules)

The Family Educational Rights and Privacy Act (FERPA) sets limits on the disclosure of personally identifiable information from school records, and defines the rights of the student to review the records and request a change to the records. The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Aspen University, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your education records. However, Aspen University may disclose appropriately designated "directory information" without written consent, unless you have advised Aspen University to the contrary in accordance with Aspen University procedures. The primary purpose of directory information is to allow Aspen University to include this type of information from your education records in certain school publications.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without prior written consent. Aspen University may disclose, without consent, "directory" information such as a student's name, area of study, dates of attendance, and degrees awarded. More information about Aspen University's FERPA policy may be found at: <http://www.aspen.edu/admissions/university-policies#61>