

# Health Carousel International Network

## Educational Assistance Plan

As of September 12, 2022

## Mission

The mission of Health Carousel International Network (HCIN) is to improve lives and make healthcare work better.

- Research has shown a direct, positive correlation between the academic qualifications of nurses and patient outcomes.
- A shortage of nurse educators results in tens of thousands of qualified students being denied entry into first-level nursing programs annually, contributing to the global nursing shortage.

It is with our mission in mind and our desire to improve patient care and lessen the nursing shortage that we have developed the HCIN Educational Assistance Plan.

## Plan Overview

The Health Carousel International Network Educational Assistance Plan, (the “Work-Study Plan” or the “Plan”), offers eligible employees (“Applicants”) the opportunity to obtain an advanced nursing degree while continuing to work for HCIN. The Work-Study Plan pays directly to an HCIN-approved Education Partner Academic Institution (“Partner School”) the instructional, general, book, and supplies fees (the “Fees”) towards an Employee’s enrollment in an Approved Educational Program (once enrolled, the “Participant”). The Fees are not to exceed \$18,000<sup>1</sup> per year.

## Plan Limitations

Significant plan limitations include, but are not limited to:

- The Plan will not reimburse for already completed coursework by Applicants, regardless, of whether it meets the Approved Educational Programs guidelines below.
- The Plan will not pay for academic studies at a non-Partner School.
- The Plan will not provide funds directly to participants. HCIN will pay Partner School bursar's offices directly for qualifying expenses.

- The Plan will not pay the Partner School for late-payment fees, computer equipment, computer fees, student activity fees, recreational sports fees, travel and transportation costs, insurance, tutoring, test-prep fees and any other additional fee incurred outside of the standard charges for tuition, supplies and books. These fees are the responsibility of the Participant.
- The Plan will not pay the Partner School for courses dropped or withdrawn after the final course withdrawal dates (as published on Partner School's academic calendar). These costs are the responsibility of the Participant.

## Eligibility

To apply for the Plan, an individual must meet the following criteria:

- Have completed 6,240 hours of service with HCIN or otherwise have been determined by HCIN to have fully and satisfactorily met the contractual obligations of their initial US contract employment period.
- Not currently, or within six months of applying to the Plan, be on an HCIN Performance Improvement Plan.
- Meet, and at all times continue to meet, all Joint Commission and HCIN licensure and credentialing standards and requirements.
- Maintain the ability to work as a Registered Nurse without an encumbered license.

To receive education assistance under this Plan, the individual must also:

- Be on an assignment at an HCIN client healthcare organization on the first day of the academic term for which the benefit is applied.
- Maintain an average of 36 billable working hours during the associated academic term for which the benefit is applied.
- Work on an eligible assignment throughout the entire academic term. For purposes of this Plan, the last day of an academic term is the day of the commencement ceremony for that academic term.
- Enroll in and complete courses at a rate sufficient to maintain good academic standing at the Partner School.
- Meet the conduct, drug screening, and academic standards published in the Student Handbook of the enrolled Partner School. HCIN will provide each Applicant with a printed or electronic Partner School student handbook, and the Applicant must acknowledge receipt.

## Approved Educational Programs

Approved educational programs include RN to BSN, Master of Science in Nursing, MSN Nurse Practitioner, and Doctor of Nursing Practice degree programs at HCIN Education Partner Schools.

## Education Partner Academic Institutions

Applicants must enroll in a Partner School to participate in the educational assistance benefits outlined in this Plan.

Approved Education Partner Academic Institutions include:

- Chamberlain University, LLC

HCIN reserves the right to add or amend approved Partner Schools.

## Enrollment

To participate in the Plan, an Applicant must:

- Complete the Educational Assistance application form available online at <https://fs25.formsite.com/hcilocusa/hcin-work-study-apply/index.html>
- Meet, upon HCIN review, the licensure, performance, and compliance criteria outlined in the Eligibility section above. Contingent upon a satisfactory review, the Applicant will be referred to Partner School admissions offices.
- As identified above, be admitted to a Partner School through the Admissions Office to an Approved Educational Program.
- Interview with and accept a Work-Study assignment offer from an HCIN client healthcare organization and sign the HCIN work-study Talent Assignment Confirmation Letter (TACL).
- Begin work as an RN at the accepted Work-Study client location.

Tuition assistance under the Plan is provided as long as the Eligibility Requirements are maintained or until degree conferment.

## Program Availability and Placement

Eligibility for the Plan has no numerical Applicant cap. However, Applicants must be accepted by and begin an assignment at an HCIN client location to receive Plan benefits.

Applicants who qualify for Plan entry but are not yet selected by an HCIN client location will remain eligible to participate in the Plan as long as the Partner School admissions application is valid.

If the Applicant's Partner School admissions acceptance expires, the Applicant may choose to reapply for Partner School admissions and rejoin the pool of nurses seeking entry into the Plan.

HCIN will not discriminate on the order of presenting Applicants to client healthcare facilities. HCIN will match the Applicant's work experience to the staffing needs and nursing unit experience requested by the HCIN client healthcare facility. HCIN will, to the extent possible, place nurses on Work-Study assignments in the order in which they first became provisionally eligible for Plan benefits.

## Scheduling of Courses

Scheduled class time and coursework must not interfere with the performance of job duties, responsibilities, and the ability to work an average of 36 hours at the assigned HCIN client healthcare organization weekly. However, HCIN will encourage supervisors/managers at the client healthcare organization to allow flexible schedules when possible.

## Taxation of Tuition Assistance Benefits

HCIN does not provide individual tax advice to participants in the Plan; however, general information regarding the tax treatment of benefits under the Plan is summarized below. Individuals with questions about the tax treatment of benefits provided under the Plan should contact their personal tax consultant or advisor.

The first \$5,250<sup>1</sup> of annual education costs paid by HCIN is tax free. Education payments made in excess of \$5,250 will be taxed as ordinary wage income and reported on Box 1 of your annual Form W-2 Wage and Tax Statement. Education payments greater than \$5,250 are subject to federal, state and city (where applicable) tax withholding based on your annual income and your W-4 filing status (single, married, etc.). Participants can access Form W-4 in ADP.

Health Carousel will withhold any applicable tax from your paycheck, including federal income tax, Social Security and Medicare tax, and any applicable state and local tax.

**Plan participants are fully responsible for any tax liability resulting from benefits provided under the Plan.**

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<sup>1</sup> \$5,250 or such greater or lesser amount as may be subsequently permitted under Code Section 127.

## **Additional Benefits**

Should a Plan Participant need to relocate as a requirement of an HCIN Work-Study assignment, HCIN will reimburse the Participant up to \$5,000 for relocation expenses, with acceptable receipts.

Plan Participants who graduate with their degree and are still employed by HCIN are eligible for a Graduation Bonus of \$5,000. Additionally, employees who complete their agreed upon program hours are also eligible for a Capstone Bonus for the amount defined in the Assignment Confirmation Letter.

Please note that both relocation expenses and bonuses paid by Health Carousel are all considered taxable income.

## **Change in Employment Status**

If Participant incurs by HCIN client request either: (1) assignment termination as the result of a reduction in force; or (2) a reduction in Participant's average billable work hours by to less than 36 hours across the academic term, the Participant will continue to be eligible to participate in the Plan for the remainder of the academic term in which such change in employment status occurs.

If Participant's employment terminates for any other reason besides those listed in the paragraph above, and before the last day of the applicable academic term, the tuition assistance benefit under this Plan will cease immediately, and the Participant will be responsible for paying the full tuition for the academic term in which such change occurs.

## **Change in Education Program**

Should a Participant choose or need to leave the education program, tuition payments under the Plan will cease immediately. HCIN will not require the repayment of any tuition payments, assuming Applicant remains employed by HCIN. However, Participants who leave the program within the first six (6) months of assignment start must repay any relocation expenses paid by HCIN.

Participants may take up to one (1) semester off from their studies with approval from HCIN.

## Participant Responsibilities

- Participant is responsible for meeting all terms and conditions as documented throughout this Plan.
- Participant must adhere to the requirements, rules, and policies of Partner Schools, including but not limited to, registering for classes, paying fees, and withdrawing from courses by the applicable deadlines.
- Participant is responsible for paying the difference between the educational assistance benefits provided under the Plan and the total costs associated with taking courses at a Partner School.

**Failure to meet any terms and conditions of this Plan may require payment by the Participant to the Partner School bursar for all costs, including, but not limited to, instructional, general, book, and supplies fees associated with course enrollment.**

**If such expenses have already been paid to the Partner School by HCIN, before a determination that the terms and conditions of this Plan have not been met, the Participant may be required to make payment to HCIN for all costs, including, but not limited to, instructional, general, book, and supplies fees associated with course enrollment for the applicable academic term.**

## Additional Terms and Conditions

- This Plan may be amended or terminated at any time by HCIN.
- In no event shall a Participant be entitled to receive any benefits under this Plan in lieu of cash or any other compensation that he or she might otherwise be entitled to receive from the Employer.
- The Plan is intended not to discriminate in favor of highly compensated employees ( as defined in Code Section 414( q)) as to eligibility to participate in the Plan or Benefit distributions from the Plan, and the Plan will in all respects comply with the requirements of Code Sections 127(b )(2) and (3) and the underlying Treasury regulations. If, in the judgment of the Plan Administrator, the operation of the Plan in any calendar year would result in such discrimination, then such Plan Administrator shall select and exclude from participation in the Plan such Participants as shall be necessary to ensure that, in the judgment of the Plan Administrator, the Plan does not discriminate.

## For More Information

If you have additional questions, please email [professional.development@healthcarousel.com](mailto:professional.development@healthcarousel.com) or contact your assigned International Employee Supervisor.