



RWJBarnabas Health Tuition Reimbursement Program

RWJBarnabas Health recognizes that the continuing educational development of employees is essential to the delivery of quality health care. Tuition Assistance is provided to eligible employees who seek additional training to increase their competence in present jobs, as well as to prepare themselves for advancement within RWJBarnabas Health.

What programs are eligible for Tuition Reimbursement?

- Courses must increase the competence of the employee within their present job or prepare them for advancement within RWJBarnabas Health.
- Courses must be offered through an accredited college or university.
- Eligible academic programs and coursework include:
 - Coursework taken for academic credit towards a Bachelor's or Master's degree.
 - Non-degree credited coursework: college-level courses resulting in transferable college credit.**Professional certifications will be reviewed on a discretionary basis by ISTS and RWJBarnabas Health*

What qualifies for reimbursement?

The following charges are eligible for reimbursement:

- Tuition only

RWJBarnabas Health will **not** reimburse funds under the following conditions:

- Tuition that has been covered fully by financial aid (grants, scholarships, and military benefits).
- Fees or books/materials
- Graded coursework that does not meet the minimum grade requirement of a "C" or "Passed"

To begin a Reimbursement Request:

- Start a request by visiting <https://rwjbh.applyISTS.net> to create your account
 - Click on "Start a Request".
 - Enter your employee ID and last name.
 - If you are eligible, you will be directed to complete a coursework request.
 - Submit your request by clicking the green Submit button.
 - You will be redirected to your Home Page.
- ISTS will review your requested to determine coursework eligibility.
 - Eligible coursework requests will be routed to your facility HR representative for review.
 - Non-eligible or incomplete coursework requests will result in an email communication from ISTS.
- You will be notified via email of an approved or denied request.
- If approved, you will have 60 days to submit your reimbursement request from the course end date.

Who should I contact about the program?

Any questions regarding the application process or the program should be directed to ISTS via email at RWJBarnabasHealth@applyISTS.com or at (855) 791-1735. ISTS office hours are Monday through Friday 8:00 AM to 5:00 PM Central.

Partner with your Facility HR Representative for questions about eligibility.

