



Registered Nurse Loan Forgiveness

Eligibility: All Full Time and Part Time RNs who have successfully completed their 90-day introductory period. Covered RN degrees include Associates, Bachelors, BSN Step up, Masters and Nurse Practitioner Programs.

Eligible Amount: Reimbursement amount up to \$250 for full time nurses and up to \$200 for part time nurses.

Reimbursement will start when the following conditions are met:

- Successful completion of introductory period.
- Completed application and required forms turned into to Recruiting.
- Loan Payment has become due.

Required Documentation:

1. Most current loan statement indicating principle amount.
2. Most current loan statement indicating minimum monthly payment and due date.
3. Proof from loan company indicating name of school the loan was used for.
(If you have consolidated your loans, you will need to get this information from your original loan provider. If you have more than one loan you will need to provide proof from all loan companies. If you are still with your current loan provider, this information is documented on your promissory note.)
4. Copy of transcripts or diploma from the school that issued your Degree.
5. Signed Loan Forgiveness Agreement

In order to give us time to process your documentation, please turn in your forms no later than the 5th of the month in which your first payment will start.

Please turn in all completed forms to Recruiting located at 1625 Magnolia Ave.

If you have questions about the required documentation or want to make an appointment to review your loan documents please contact Sarah Blofsky at (530) 332-7143.



LOAN FORGIVENESS PROGRAM AGREEMENT

This agreement entered into on this day of _____ by and between Enloe Medical Center (hereinafter the “Medical Center”) and _____ (hereinafter referred to as “Employee”), is set forth in order to assure a spirit of mutual cooperation that will promote the greatest benefit to the Employee, the Medical Center and its patients. The Loan Forgiveness Program is designed to reimburse Full and Part-time Employees for the actual loan payment amount, up to a maximum of \$250.00 per month until the loan is retired if the Employee commits to serve as a staff member at Enloe Medical Center.¹ The program is available *once* for an appropriate degree as defined below and the program may be cancelled at any time.

Eligibility Requirements:

1. The applicant works at least 48 hours per pay period.
2. Successful conclusion of the probationary period which is defined as the first day of work through the last day of the calendar month in which ninety (90) calendar days of continued employment is completed. If the probationary period is extended for any reason, eligibility for participation in the Loan Forgiveness program will be delayed until the probationary period is completed. *Payments are contingent upon satisfactory work performance and meeting required number of hours worked.*²

Eligible Degrees/ Programs:

- Registered Nurse Associate’s Degree
- Registered Nurse Bachelor’s Degree
- Registered Nurse BSN Step Up Program
- Registered Nurse Masters Degree
- Nurse Practitioner Program
- Physician Assistant Program

ARTICLE I

During the term of employment, Employee must abide by all Medical Center rules, guidelines, policies, and procedures as set forth in the Medical Center’s policies, Employee Handbook, and the Employee Job Description. All of the above may be made available to the Employee upon request.

ARTICLE II

Full time status Employees (72 hours per 12 hr. shift or 80 hours per 8 or 10 hour shift per pay period): The Medical Center agrees to provide monthly monetary reimbursement for loan repayment with the maximum monthly amount not to exceed \$250 per month, subject to the conditions and limitations set out in this agreement. Employee agrees that employment will continue in a full-time status with the Medical Center for a continuous period of one year, *from the first of the month of the initial payment.*

- FT – 80 hrs is 2080 hours
- FT – 72 hrs is 1872 hours

Employee further agrees the one-year reimbursement debt is forgiven upon Employee’s completion of one full year of full-time employment, as outlined in this Article (II). After one full year of employment, the

¹ Payments to Employee for educational loans are a debt to Enloe Medical Center and are eligible for forgiveness as outlined in Articles II, III and V.

² Satisfactory work performance includes meeting Enloe Medical Center’s Attendance Policy.

debt is forgiven month-to-month. If the one-year commitment is not met, the entire debt for the applicable year becomes due and owing. **A partial first year of employment will not reduce any portion of the debt.**

Part-Time Status Employees (48 – 71 hours per pay period per 8, 10 or 12 hour shift): The Medical Center agrees to provide monthly \$200 per month, subject to the conditions and limitations set out in this agreement. Employee agrees that employment will continue in a part-time status with the Medical Center for a continuous period of one year *from the first of the month of the initial payment.*

- P/T – 64 hrs is 1664 hrs
- P/T – 60 hrs is 1560 hrs
- P/T – 56 hrs is 1456 hrs
- P/T – 48 hrs is 1248 hrs

Employee further agrees the one-year reimbursement debt is forgiven upon Employee's completion of one full year of part-time employment, as outlined in this Article (II). After one full year of employment, the debt is forgiven month-to-month. If the one-year commitment is not met, the entire debt for the applicable year becomes due and owing. **A partial first year of employment will not reduce any portion of the debt.**

Receipt of monies for the Loan Forgiveness Program is taxable income and as such it will be processed through the Employee's regular paycheck in the last pay period of the month. Either eligibility begins the month following completion of three (3) full months of employment or on the date the first loan payment is due by the lender, typically 6 months from date of hire. In no case will payment begin prior to completion of three (3) full months of employment.

Approval for participation in the Loan Forgiveness Program will be determined and communicated to the Employee at the time recruiting receives all required documents.

ARTICLE III

In exchange for the acceptance of the monthly loan reimbursement, the Employee agrees:

1. To continue employment in their current hourly status at the Medical Center's request for a continuous period of one year. Should the Employee at any time accept another position with an hourly status different from their current status, the monthly payment will be reduced or increased in accordance with the full time/part-time conditions set forth in Article II. Should the Employee at any time reduce their schedule below 48 hours per pay period, the program will be discontinued. If the one year commitment is not met, all payments made up to that point will become due and owing. A partial first year of employment will not reduce any portion of the debt. After the first year of employment, however, the debt is forgiven on a month-to-month basis. If employment is terminated for any reason, then any payments made by the Medical Center in advance of the Employee's departure will become as due and owing.
2. To provide the following documents to Enloe Medical Center:
 - a. Most current loan statement indicating principle amount.
 - b. Most current loan statement indicating minimum monthly payment.
 - c. Proof from loan company indicating name of school the loan was used for.
(If you have consolidated your loans, you will need to get this information from your original loan provider. If you have more than one loan, you will need to provide proof from all loan companies. If you are still with your current loan provider, this information is documented on your promissory note.)
 - d. Copy of transcripts or diploma from the school that issued your Degree.
3. To reimburse the Medical Center all sums advanced in the event the Employee fails for any reason, including involuntary separation of employment, to fulfill the employment obligation referred to in Paragraph 1 of this Article. Employee agrees this reimbursement obligation shall not apply if failure to fulfill the obligation is caused by reduction of workforce or transfer to another position within the Medical Center initiated by the Medical Center.

ARTICLE IV

An Employee who is on an approved leave of absence with the Medical Center will not be required to extend his/her work commitment and will receive any agreed to benefit as long as he/she is receiving a paycheck from the Medical Center in the form of coordinated benefits or for at least half of his/her regular schedule. If payments are discontinued due to a leave of absence, it is the Employee’s responsibility to notify Recruiting when returning to work in order for payments to continue.

ARTICLE V

1. If Employee fails to reimburse the Medical Center any payment required as set forth in Article III in advance of separation of employment, Employee authorizes the Medical Center to obtain payment to the extent possible from any sums due to Employee upon separation of employment, including wages earned prior to separation, accrued Paid Time Off, or any other amounts due to Employee. Any monies due at the time of separation for hours worked will be calculated at the current Minimum Wage rate, and the difference in gross dollars between that rate and Employee’s regular rate of pay will be applied to the balance of monies owed.

2. If those available funds do not cover the reimbursement due to the Medical Center, Employee will personally repay the debt on the last day of employment. Any monies owed by the Employee and not paid at the time of separation of employment will accrue interest at the rate of 18% annually from the date of separation.

3. Any monies due but not paid within 6 months from the date of separation of employment will be submitted to a collection agency. Employee will be responsible for any legal fees and/or collection costs incurred by the Medical Center in the recovery of amount owed.

ARTICLE VI

This Agreement is not an offer or promise of employment or continued employment by the Medical Center and shall not entitle Employee to such employment. Furthermore, it is not a contract of employment and does not alter the Employment at Will relationship between Employee and the Medical Center. The sole purpose of the Agreement is to establish the rules necessary for participation in this program by the Employee.

ARTICLE VII

The terms of this agreement shall be binding upon both parties, effective the date both parties affix their signatures to this agreement. Any changes in the terms or condition of this agreement shall require thirty (30) days written notice and must be agreed to in writing by both parties.

Employee’s Signature _____ Date _____

Employee’s Name _____

Human Resources _____ Date _____

Department _____

Position _____

Schedule _____

Date of First Payment _____

Contract Completion Date _____

(This date is calculated based on current schedule, subject to change if schedule is changed during the course of the contract time frame)

Copy: Employee/Personnel File