

Nursing Education Stipend

What is the Nursing Education Stipend?

This is an education fund which provides reimbursement of certification, recertification, conferences, and speaker expenses. In response to staff nurses suggestion, Loyola has eliminated the New Graduate Tuition Forgiveness Program, and has moved this money to an education fund for all nurses.

Who is eligible to apply?

A registered nurse in a benefit eligible position for 1 year, excluding management positions, may apply. The RN must be in good standing, free of corrective action or work improvement in the past 12 months.

When can I apply?

Applications are accepted anytime, but will be reviewed in batches on a quarterly basis. The dates are Jan 15th, April 15th, July 15th, and Oct 15th.

How do I apply?

Download the Nursing Education Stipend Application from the Loyola intranet. Go to “Clinical Departments”, “Nursing”, and select “Education Stipend”. All application forms can be downloaded from this site. If you attend a **live conference or a web-based conference/course**, fees up to \$300 may be reimbursed. An Expense Report Form, original receipts to show proof of payment for the conference and proof of attendance, must be submitted with your application. For **certification or recertification**, fees up to \$300 may be reimbursed. An Expense Report Form along with receipt of payment and proof of certification must be submitted with your application. If you are **presenting** at a conference, fees up to \$1000 may be covered including airfare, room and board and conference fee. An Expense Report Form along with original receipts and conference confirmation letter must be submitted with your application.

How often may I apply?

Only 1 approved application per person per calendar year (July to July). Exceptions for presenters will be considered.

Will some applications have preference over others?

First preference will be for nurses who are speaking at conferences, then certification, and then attending conferences. Every effort will be made to reimburse all eligible applicants. Loyola may not be able to fully reimburse everyone in a particular quarter.

Where do I send my application?

Lucy Carbonaro, Health Care Services Administration Office, Building 104, Room 1381. Questions regarding the application process? Email Barb Hering at bhering@lumc.edu

Who is reviewing my application?

The Education Stipend Committee, which is part of the Education & Professional Development Council.

How will I know if I was approved?

Four to six weeks after the application due date, you will receive an email and also a letter via inter-office mail.

How will I receive the reimbursement?

The money will appear on your paycheck as a nontaxable reimbursement. It may take up to 3 pay periods after receiving your notification letter for the money to appear on your paycheck. If you have not received reimbursement after 3 pay periods, please contact Lucy Carbonaro at lcarbon@lumc.edu