

# Nursing Education Stipend

## **What is the Nursing Education Stipend?**

This is an education fund which provides reimbursement of certification, recertification, live or web-based 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 at Loyola *including* management positions. 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 15<sup>th</sup>, April 15<sup>th</sup>, July 15<sup>th</sup>, and Oct 15<sup>th</sup>.

## **How do I apply?**

Download the Nursing Education Stipend Application from the intranet, [loyola.wired](http://loyola.wired): go to “Clinical Departments” ... “Nursing” ... “Education Stipend”. If you attend a live or web-based conference/course fees up to \$300 may be reimbursed. A Travel Expense Report Form along with original receipts to show proof of payment for the conference and proof of attendance, must be submitted with your application. For certification, fees up to \$300 may be reimbursed. A Travel 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. A Travel Expense Report Form along with original receipts and conference confirmation letter must be submitted with your application. Please note, every application must have a completed Travel Expense Report Form.

## **How often may I apply?**

Only 1 approved application per person per calendar year. However, you may combine offerings up to \$300/year and submit on one application. 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 however funds are limited. Loyola may not be able to fully reimburse everyone in a particular quarter.

## **Where do I send my application?**

The Health Care Services Administration Office to the attention of Lucy Carbonaro, Building 104, Room 1381. If you have any questions regarding the application process please email Barb Hering at [bhering@lumc.edu](mailto:bhering@lumc.edu)

## **Who is reviewing my application?**

The Nursing Education and Professional Development Council subcommittee will be reviewing all applications.

## **How will I know if I was approved?**

Four to six weeks after the due date you will receive a letter via interoffice mail.

## **How will I receive the reimbursement?**

The money will appear on your paycheck as a nontaxable reimbursement. However, this may take up to 3 pay periods after receiving your notification letter to appear on your paycheck. If you have not received reimbursement after 3 pay periods, please contact Lucy Carbonaro at [lcarbon@lumc.edu](mailto:lcarbon@lumc.edu)