



STUDENT LOAN PAYMENT REIMBURSEMENT PROGRAM - FAQ's

Am I eligible for student loan payment reimbursement:

Employee is active and has at least six months of employment as of the date the reimbursement is requested by the employee.

Do I need to be full time?

Employee must be a regular status full-time or part-time Asante employees at time reimbursement is requested, flexible workforce is not eligible.

What amount can I get reimbursed?

The maximum reimbursement under the Policy is \$300 per quarter with annual maximum allowed up to \$1,200 for federal student loan payments each calendar year.

Is there a lifetime maximum?

An employee will have a lifetime maximum reimbursement amount of \$24,000 under this Policy.

When can I get reimbursed?

Reimbursements will be made no more frequently than quarterly and are only for student loan payments made within the quarter of calendar year in which a request for reimbursement is made.

Can I get reimbursed for payments made in a prior year?

No, benefits payable under this Policy during 2023 are to reimburse the employee for student loan payments made by the employee during 2023.

When are reimbursement requests due?

Due dates for reimbursement will be as follows:

January-March payment(s) reimbursement request due no later than March 10

April-June payment(s) reimbursement request due no later than June 10

July-September payment(s) reimbursement request no later than September 10

October-December payment(s) reimbursement request due no later than December 10

Do I need to obtain preapproval for this program?

No, this is a reimbursement program that is approved for reimbursement once eligible payments are made and submitted through the e-form.

I also get Tuition Reimbursement will that impact what I get under this program?

Any benefits paid under this Policy will reduce the maximum amount of benefits available in a calendar year under the Tuition Program, and the total amount of benefits received under this Policy and the Tuition Program is limited to \$5,250 per calendar year for full-time employees and \$2,625 per calendar year for part-time employees.

What expenses can I be reimbursed for?

Loans used to pay tuition and fees of the employee which require repayment during the calendar year. Loans that are U.S.-based education loans borrowed by the employee for the employee's own post-secondary education and paid through the U.S. Department of Education.

What documentation do I need to provide to get reimbursed?

You will need to provide proof of payment made to the U.S. Department of Education made within the quarter requesting reimbursement and will need to upload with the submission form.

Can I submit multiple request forms in advance for the entire year?

No, you cannot submit in advance, reimbursement is for payments made within the quarter of the calendar year submitted.

Can I get reimbursed for family members student loans?

No, this program does not reimburse employees for student loans for educational expenses of their family members and does not reimburse employees for student loans not paid through the U.S. Department of Education.

Can I get reimbursed for private student loans?

No, student loans *NOT* paid through the U.S. Department of Education are ineligible. Reimbursable expenses *do not include* payments made for privately held student loans.

Can I get reimbursement from this program and other federal programs?

Employee must attest that student loan forgiveness programs that are available to the employee based on job and location of work have been exhausted (or are not yet accessible). Asante may also require other information to be provided on the reimbursement forms.

Is this reimbursement taxable?

Benefits under this Policy are currently tax free through 2025 (CARES Act). This policy is subject to revision if benefits for student loan repayments become taxable.

How do I get reimbursed?

Employees will submit request for reimbursement approval Student Loan Payment Reimbursement Request eform. (<https://eforms.ahs.asante.org/>) [Student Loan Payment Reimbursement Form](#) (Found on asante net or myHR).

How do I get my reimbursement money?

All reimbursement funds will be direct deposited along with the regular bi-weekly payroll.

How long does it take to get my reimbursement?

Submissions are due by 10:00 am on the Thursday before payroll, if received and approved by then it will be on the following week's payroll, if not then the following payroll.

How do I get more information?

You may contact the benefits department, at 541-789-4551 (ext. 14551) or by email at studentloanreimbursement@asante.org.