



Tuition Assistance Program

MOS Therapy Staffing LLC

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Message From CEO

The MOS Therapy Staffing's Tuition Assistance Program is intended to assist eligible Therapists in maintaining and improving, through formal education and training, the professional and technical skills necessary for their future job advancement in USA to become licensed Therapists. The program is funded from MOS's benefits pool.

The Tuition Assistance Program is an expression of the dedication towards skill development and company's commitment of helping therapist in achieving their professional potential dream of working in USA as a Licensed Therapists.

TAP help qualified internationally trained individuals move quickly into the healthcare industry of USA by accomplishing further education and training without duplicating what they have already learned in home country. TAP also provides financial assistance to internationally trained therapist to help cover the cost of education and training. Once the required skills are accomplished upon completion of the enrolled courses, in not more than one hundred and eighty (180) days thereafter, The therapists will accept employment at MOS Therapy Staffing LLC and its subsidiary companies.

Education assistance is a partnership between the Organization/company and the applicant and is not intended to cover all expenses related to the applicant's education but rather assisting in relieving some of the financial burden with an agreement of hiring the professional for a committed duration with the company upon completion of the course and required certifications.

Tuition Assistance Program

The Tuition Assistance Program (TAP) is designed to promote professional growth and development of full-time employees and future employees in exchange of work commitment. Tuition assistance is the waiver of up to nine (9) months of tuition and certain fees for employees enrolled for the courses with the associated Institutes /College/Organization. This program is available to both full-time (100% work commitment) employees who have completed six continuous months of regular employment and are working towards a degree, future potential employment seeking therapist with MOS Therapy Staffing and therapy students who are seeking a graduate degree in physical therapy at any of the IAP recognized institutions. Any future potential therapists or students of a college/university or institute taking advantage of this program shall be required to work full time within the University System at least two (3) years following receipt of the course completion or graduate degree in Physical Therapy.

TAP participants may enroll in distance learning and web-based courses offered by the associated University/College or institutes. If the tuition for these courses is greater than the System-approved normal tuition amount, the College or Institute may elect to waive only that portion of the tuition that does not exceed the System-approved normal tuition amount. An employee/future employee will be responsible for paying the remainder of the tuition cost.

Vision & Mission

As part of the mission, MOS Therapy Staffing is committed to “the recruitment, hiring, and retention of the best possible staff and administration”. MOS Therapy Staffing vision is to create more educated world. Both of these commitments extend internally, as well as, externally. As a part of its desire to meet its employees and future employees evolving needs, MOS Therapy Staffing has established a educational assistance program, the Tuition Assistance Program (TAP).

Purpose

With the vision and mission in mind, the organization has created a tuition assistance program formed with other private schools where aspiring professionals participate to build their educational skills and demonstrate it while working with the organization utilizing the benefit of Tuition Assistance Program. We seek to develop a tradition of helping all local and global healthcare professionals who desire a promising career in USA.

Due to the current shortage of therapists in the state of Texas and Illinois, the Tuition Assistance Program is available to any physical therapy student or professional across globe. MOS Therapy Staffing motivates foreign therapist to build their career in competitive healthcare industry of state of Texas and Illinois. MOS Therapy Staffing understands that the education of foreign countries are not equivalent to the requirement of state licensing board. FTT could apply for TAP program and after taking advantage of this program, the FTT shall be required to work full time with MOS Therapy Staffing for at least two (3) years following receipt of the graduate degree in physical therapy or Education which allows one to work as a licensed physical therapists in the state of Texas or Illinois.

To ensure effective and smooth progression of a physical therapists enrolled for a graduate level physical therapy program in their home country to work in the state of Texas or Illinois.

Types of Assistance

Eligible employees (Internal Applicant) are entitled to the following assistance for courses taken on a part/full-time basis:

- a) Payment of the partial/full tuition fee for undergraduate and graduate degree credit courses offered by the associated University/College or institutes.
- b) Payment of tuition fees for courses offered through the associated University/College or institutes for Education correlated with the employee's current or potential future responsibilities. To be eligible for tuition assistance these courses must provide at least 650 hours of instruction. Assistance may not exceed the cost of tuition for an equivalent of 13 or 16 units degree course and does not cover supplemental fees.
- c) Payment of the tuition fee for workshops offered by the associated Organization for Continuing Education requires prior approval by Human Resource Services.
- d) Reimbursement/Assistance of tuition fees for credit, diploma or certificate courses taken by employees as offered by the other approved educational institutions or professional bodies pertinent to the employee's current or potential future responsibilities at MOS Therapy Staffing. In all cases, the amount of reimbursement/assistance will not exceed the comparable fee charged at the associated University/College or Institutes will require a prior approval from the concern department upon the discretion of MOS Therapy Staffing.

- e) For such courses, total fees as approved would be reimbursed upon successful completion of the course .
- f) Conference, seminar or workshop registration fees (other than those approved workshops offered by the Centre for Continuing Education) are not eligible for funding under Tuition Assistance. Departments sending employees to such programmes or courses for job related training are expected to pay the fees from departmental budgets rather than the Tuition Assistance Program.

Eligible External Applicant (Future Employees / Foreign Trained Therapists) are entitled to the following assistance for courses taken on a part/full-time basis:

- a) Physical Therapy applicant could apply for assistance of final semester of their education of CAPTE approved postgraduate courses.
- b) FTPT could apply for TAP program for fulfilling the educational requirement of state board by seeking prior approval or through a credentialing advisory division.
- c) For such courses, total fees as approved in the approval letter would be paid to the institute directly upon successful completion of the course and once its determined by the evaluating agency that the education could be utilized in USA for being eligible to apply for licensure in the state of Texas or Illinois. (See “#8. Procedure)
- d) Conference, seminar or workshop registration fees (other than those approved workshops offered by the Centre for Continuing Education) for external applicant are not eligible for funding under Tuition Assistance.
- e) The Tuition Assistance Program does not cover the following for both internal and external applicant :
 - i) Books, instructional material and supplies;
 - ii) Late registration and supplemental fees such as student fees, administrative charges etc.; or
 - iii) Travel, accommodation or other incidental expenses.
 - iv) Any tax charged by institute/college/organization
 - v) Any other expense which is not approved under approval letter.

Disclaimer: If there is any discrepancy between electronic or printed copy arises the written approval letter prevails.

GUIDELINES FOR TUITION REIMBURSEMENT/ ASSISTANCE

1. Applicant Eligibility

Internal Applicant (employee)

- a) Completion of six months of employment.
- b) Be a full-time, part-time, or per diem employee who has worked a minimum of 832 hours in a 12-month period.
- c) Meet eligibility requirements at the time the course is completed.

External Candidate

- a) Enrolled into last semester of the degree course of physical therapy approved by CAPTE.
- b) An applicant had received a grade of “c”, or above in all the previous semester completed in the degree course of physical therapy.

Foreign Trained Therapists (FTT)

- a) FTT must have obtained first professional physical therapy degree approved by the ministry of education in home country or enrolled for the last semester of the program.
- b) FTT must be enrolled for organizations associated credentialing advisory program with the country’s local advisory company
- c) An applicant had received a grade of “c”, or above in all the previous education completed in the degree course of physical therapy. Also known as grace marks in certain countries.
- d) FTT must understand and comply with the laws required to obtain licensure in state of Texas or Illinois and visa screen certificate.

2. Academic Coursework Eligibility

- a) Related to the employee’s present job or to prepare the employee for future advancement.
- b) Related to obtaining licensure, certification or renewal required to obtain employment with MOS Therapy Staffing.
- c) Minimum passing grade required in undergraduate courses and minimum grade of B is required in postgraduate courses.
- d) Course may be for academic credit, or non-credit if approved in advance by the applicant’s TAP coordinator.

3. Professional Development Coursework

- a) This type of education is not supported by the MOS Therapy Staffing's Tuition Assistance Program policy.
- b) Financial assistance for professional certification coursework may be available through an employee's respective department. Such support is considered on case-by-case basis and is funded at the department level which requires an approval of department manager as well as TAP coordinator.

Maximum duration of course

An Applicant may seek approval to enroll in up to nine (9) months academic course. If the course is of longer duration please seek written approval from TAP coordinator in advance.

Distance Learning and Web-Based Courses

TAP participants may enroll in distance learning and web-based courses offered at the associated University/College or Institutes. If the tuition fee of these courses are greater than the System-approved normal tuition amount, MOS Therapy Staffing may elect to waive only that portion of the tuition which does not exceed the System-approved normal tuition amount. An applicant will be responsible for paying the remainder of the tuition cost.

Grade Requirements

- ★ An applicant must receive a grade of "P", or better, in each approved TAP course. The applicant must furnish a copy of his/her grade(s) to the TAP Coordinator of the "home institution".
- ★ An applicant who receives a grade of "F", or below, in an approved TAP course will be ineligible to participate in the program for one semester. In an instance such as this, the TAP participant will be personally responsible for the repayment/reimbursement of this course.
- ★ An applicant, who receives an "Incomplete" in an approved TAP course, will have time until the end of the following semester to complete the course work and submit his/her final course grade to the TAP Coordinator of the "home institution". An applicant must do this to continue participating in the TAP program for the next academic semester. In an instance such as this, the TAP participant will be personally responsible for the repayment/reimbursement of this course.

Other Restrictions and/or Conditions

- ★ TAP is a supplemental educational assistance employee program. An applicant who is eligible for federal or any other Grants or scholarship, must apply his/her Grant monies toward tuition and fees before receiving a TAP waiver.
- ★ If an applicant withdraws from an approved TAP course prior to its completion, the applicant will be ineligible to participate in TAP for one semester and In an instance such as this, the TAP participant will be personally responsible for the repayment/reimbursement of this course.
- ★ Eligibility for TAP participation does not guarantee admission into all associated institute/college degree programs:
- ★ An applicant must follow the policies and procedures of the “teaching institution” in which he/she enrolls to be formally accepted as a TAP participant for limited-slot enrollment programs. Upon receiving approval to participate in a limited-slot enrollment program from the “teaching institution”, the course(s) should be listed on the TAP application.
- ★ Participation in the TAP program does not guarantee continued employment with the MOS Therapy Staffing

4. Tuition Reimbursement and Assistance Schedule for Internal Applicant

- a. For employees who worked a minimum of 2080 hours in 12 months can immediately precede the request for tuition reimbursement or assistance: reimbursement of expenses for tuition, books, and required fees up to a maximum of \$ 2,400 per calendar year depending on the level of education.
- b. For employees who worked between 1040 and 2079 hours in 12 months can immediately precede the request for tuition reimbursement or assistance: reimbursement of tuition, books, and required fees up to a maximum of \$1,150 per calendar year depending on the level of education.

*This includes continuing education, prerequisites, certification courses and classes required for obtaining licensure for the state of Texas or Illinois

5. Tuition Reimbursement/Assistance Procedure

- a) Employee must complete Section I of the Request for Tuition Reimbursement /assistance and forward the form to his/her manager for approval prior to the start of the course(s). If approved by the manager, the manager returns the document to employee who then presents to the appropriate TAP coordinator for final approval.
- b) Upon TAP coordinator approval, employee forwards the form to the Career Development Office so the information can be entered in a tracking database. Requests submitted after the start of a course will not be approved for reimbursement.

- c) After successful completion of coursework, employee submits final grade(s), tuition bill and receipts for textbook purchases to the Career Development Office. All documentation must be submitted at the same time and within one month after the last day of the class. TAP coordinator will verify final grade (s) and costs and notify General Accounting to proceed with reimbursement if applicable. Based on applicable tax laws (at the time of reimbursement), the employee's reimbursement may be subjected to taxation.

6. TAP Schedule for external applicant

For external applicant with a work commitment of minimum 6240 hours in 36 months can immediately preceding the request for tuition reimbursement of expenses for tuition, books, and required fees, up to a maximum of \$ 3000 or the currency of the home country as per dollar conversion rate at the date of assistance approval per calendar year depending on the level of education

*This includes continuing education, prerequisites, certification courses, and classes required for obtaining licensure for the state of Texas or Illinois and visa screen certificate for work permit.

7. TAP Procedures: External Applicants

- a) Applicant studies resource guide to understand the requirement of state board and evaluating bodies.
- b) Applicants meets local credentialing division to comprehend about the requirement to obtain licensure and visa screen certificate as per the home countries education system.
- c) Applicant completes application of the Request for Tuition assistance program along with schedule of obtaining licensure and visa screen certificate & forwards the form to his/her advisor for approval prior to the start of the course(s). If approved by the advisor, returns document to applicant who then presents to the appropriate TAP coordinator for final approval and disbursement of the assistance provided.
- d) Upon TAP coordinator approval, applicant forwards the form to the College/institute's business Office for invoicing it to the company. Requests submitted after the start of a course will be handled on case-to-case basis.

8. Work Commitment for Internal Applicant

- a) Employees who receive tuition reimbursement/Assistance will agree to a work commitment of two year regardless of the amount of funding received and the number of years that an employee receives tuition reimbursement / assistance.

- b) If the employee separates from the organization prior to completing the two-year work commitment they will be responsible for repaying the amount and bank interest awarded within 12 months immediately prior to separation.
- c) The work commitment will begin when the reimbursement payment is sent to the employee.

9. Work Commitment for External Applicant

- a) Applicant who receives tuition reimbursement/Assistance will agree to a work commitment of three year regardless of the amount of funding received and the number of years that an applicant receives tuition reimbursement/assistance.
- b) If the employee separates from the organization prior to completing the three-year work commitment they will be responsible for repaying the amount and bank interest awarded within 12 months immediately prior to separation.
- c) The work commitment will begin upon receiving all the required licensure and certification and the first day of commencing the assignment with the company or its client. (for more details please refer to TAP agreement)

GUIDELINES FOR EDUCATION GRANTS

- 1. Grants are awarded for job-related courses that are identified by MOS Therapy Staffing as relating to the present or future needs of the organization.
- 2. Grants may be awarded subsequent to program completion however, all guidelines and requirements will remain in full effect. Requests for post-education grant awards will be evaluated on a case-by-case basis.
- 3. Grants will be awarded at the following levels for internal applicants:
 - ★ Technical courses and continuing education (for licensure renewal) : Up to a maximum of \$ 2,400
 - ★ For Post graduation/graduation degrees : Up to maximum of \$1500

4. Grants will be awarded at the following levels for external applicants

- ★ Accelerated Second-degree Pre-licensure graduation/post graduation degrees :
Up to maximum of \$ 3000

(Defined as programs for students with a baccalaureate degree in a similar field in a foreign country who receive a new degree/education upon completion of the accelerated program i.e. accelerated second degree pre-licensure program required for obtaining licensure to work as therapist USA)

5. Application Requirements

- Pre-requisite classes must be completed.
 - Must be accepted into a program of study at an institution associated with MOS Therapy Staffing. Exceptions may be granted if an equivalent program of study is not available in the associated institute and the student must submit a letter of approval for an exception from TAP coordinator in case of foreign external applicant from advisor
 - A copy of the acceptance letter must be submitted along with the requirements listed in 4.a. and 4.b.
- ★ Applicants selected education institution and program of study must be fully accredited by an agency or organization that has been approved by MOS Therapy Staffing associated advisory department in case of foreign external applicant it should be approved by associated local credentialing advisor, evaluating bodies of USA and state boards of Texas and Illinois.
 - ★ [A list of approved accrediting bodies can be found in Appendix A.](#)
 - ★ Must have a cumulative grade point average of at least 2.50 on a 4.0 scale and must have attained no lower than a “B” average in core classes completed at the time of application.
 - ★ TAP approval must be secured prior to applying for an education grant. Approval is to be indicated by signing the application form.

6. Application Process for Current Employees

- a) Employee completes the Education Grant Application packet.
- b) Employee must provide verifiable documentation of total program costs. Acceptable forms of documentation include any formal correspondence from the school that identifies program costs. Under no circumstances will an employee receive a grant award that exceeds total program costs.
- c) Employee must provide evidence of the institution and program's accreditation status that shall include the names of the accrediting agency/agencies under which the institution and program claims accreditation.
- d) Once application is complete, employee will schedule a meeting with his/her department manager to discuss his/her development plan as it relates to career objectives and organizational needs.
- e) If the employee has no active corrective action on file, has demonstrated good performance as evidenced by the most recent performance appraisal, and if the manager believes that the employee's behavior supports MOS Therapy Staffing standards and policies and procedures then the manager completes the "Manager Recommendation" section. The completed Education Grant Application and attachments are returned to the employee who then presents them to the appropriate TAP coordinator for process. Following managers approval, the employee must submit the application and attachments to the Career Development Office by the application deadline.
- f) If the manager believes that the employee does not meet these criteria, the manager discusses these issues with the employee. The Education Grant Application is then forwarded to the Career Development Office by the manager along with the manager's documentation of the reasons why the employee is not recommended for an Education Grant.
- g) The Career Development Office will formally notify all applicants of their acceptance or denial for an Education Grant.

7. Application Process for External Candidates

- a) Candidates submit a completed Education Grant Application packet to the Career Development Office where the application and attachments will be reviewed for completeness. In case of foreign trained therapist they could submit the completed application to associated local credentialing advisory organization.
- b) Candidate must provide verifiable documentation of total program costs. Acceptable forms of documentation include any formal correspondence from the school identifying program costs. Under no circumstances will a candidate receive a grant award, which exceeds total program costs.
- c) Candidate must provide evidence of the institution and program accreditation status that shall include the names of the accrediting agency/agencies under which the institution claims accreditation.

(PI note for foreign trained physical therapist's completed application is also accepted from associated local credentialing advisor.)

- d) Qualified applicants will be interviewed by a member of the Career Development Team to determine eligibility for hire and by the MOS leader qualified to evaluate the applicant's potential to fill the role for which he/she is studying.

8. Criteria for Final Approval

- a) The Career Development Team will review all completed applications.
- b) Decisions will be rendered based on the following criteria:
 - ★ Education preparation will lead to a position that meets a business and/or strategic need of the organization.
 - ★ There is funding available to support the grant.
 - ★ The applicant is eligible to receive funding based on the information in the completed application, the manager's recommendation and approval by the TAP coordinator(internal), and letters of recommendations and the interview with a Career Development Team member of local credentialing advisory (external) in case of FTT.
 - ★ All grant awards are subject to the approval of the Career development team HOD relative to the applicant's course of study and the approval of the Vice President, Organization Development & Chief Learning Officer.

9. Ongoing Eligibility

- a) Each semester/quarter, students must furnish grade reports to the Career Development Office within one month of receipt.
 - b) If the student meets the ongoing eligibility requirements, the Career Development Team will send a request for payment to Accounts Payable.
 - c) If the student does not achieve and maintain a 2.50 overall GPA and a minimum of a “B” average in core classes for each semester of academic study, payment will be discontinued for one semester during which time the student has the opportunity to achieve the GPA requirements.
 - d) Funding withheld during the probation period will not be distributed to the student after eligibility has been regained.
 - e) If the minimum GPA for overall and core classes after one-semester is not maintained or achieved, the student will be in default of the grant agreement. Consequently, an applicant will be suspended from the funding plan and will be contacted by The Career Development Team to create a repayment plan for any monies previously disbursed.
 - f) Each case will be evaluated on an individual basis.
 - g) In case of external applicant if grading criteria is not attained student are obligated to MOS Therapy Staffing LLC for expenses incurred to date along with bank interest from the day of invoice received from college.
 - h) In case of FTT English proficiency is a mandatory requirement for evaluating body for issuing visa screen certificate and Texas state board to issue licensure to work as a physical therapist. If during the course FTT does not obtain required TOEFL scores student are obligated to MOS Therapy Staffing LLC for expenses incurred to date along with bank interest from the day of invoice received from college.
- ★ Education Grants are not paid in lump sum amounts. Payments are made over the course of the degree program and may or may not correspond to the student’s academic calendar
 - ★ To receive grant funding, recipients must sign a contract agreeing to a work commitment with MOS Therapy Staffing when they complete their course of study.
 - ★ If the employee separates from the organization prior to completing the work commitment, they will be responsible for repaying a pro-rated amount of the total award. For more details please refer to the agreement.

- ★ If the external applicant separates from the organization prior to completing the work commitment, they will be responsible for repaying the amount of total award with bank interest from the date of invoice received from the college/institute or organization. For more details please refer to the repayment agreement.

This policy has been reviewed and approved by

Dr. Ritika Bansal(PT)

Vice President, Organization Development
and Chief Learning Officer

APPENDIX A: APPROVED DISCIPLINE-SPECIFIC ACCREDITING AGENCIES AND INSTITUTIONAL ACCREDITING BODIES

Institutional Accreditation

Regional accreditation is the most basic accreditation an institution should have. This accreditation encompasses the entire college or university and is referred to as an institutional accreditation. This type of accreditation shows that the entire institution is contributing towards achievement. Students applying for education assistance must provide documentation that their chosen institution is accredited by one of the following regional accrediting bodies:

Middle States Association of Colleges and Schools/Middle States Commission on Higher Education (MSCHE)

North Central Association of Colleges and Schools The Higher Learning Commission (NCA-HLC)

New England Association of Schools and Colleges Commission on Institutions of Higher Education

Northwest Commission on Colleges and Universities (NWCCU)

Southern Association of Colleges and Schools (SACS) Commission on Colleges
Western Association of Schools and Colleges

Accrediting Commission for Senior Colleges and Universities (WASC-ACSCU)
Western Association of Schools and Colleges

Accrediting Commission for Community and Junior Colleges (WASC-ACCJC)

Terms Also Known As :

- ★ Internal Applicant : Current employee of MOS Therapy Staffing LLC
- ★ External Applicant : Future Employee of MOS Therapy Staffing LLC
- ★ TAP : Tuition Assistance Program
- ★ FTT : Foreign Trained Therapists
- ★ CAPTE : The Commission on Accreditation in Physical Therapy
- ★ TOEFL : Test of English as a Foreign Language

Program Accreditation

In addition, students must show documentation that their chosen program of study is accredited by one of the following accrediting bodies as applicable. If applying for an education grant to study a discipline other than one listed in the table below, the applicant must work with his/her System Leadership Team Representative and the Career Development Team to review and confirm an acceptable accreditation similar in rigor to the others approved.

The disciplines listed in the table below are currently viewed as mission-critical to the System; however, the System workforce needs will be evaluated on an ongoing basis. Applying for education assistance for one of these fields does not guarantee funding but rather allows for prioritization of applications.

Applications for financial assistance for study in a field outside of the ones listed will be reviewed on an individual basis to determine need within the System.

Table 1: Approved Accrediting Bodies for Education Programs Funded by Education Assistance at MOS Therapy Staffing Discipline

Approved Accrediting Body/Bodies

Physical Therapy

- ★ Commission on Accreditation of Physical Therapy Education (branch of American Physical Therapy Association APTA).
- ★ American Speech Pathology & Hearing Association (ASHA).

Occupational Therapy

- ★ Accreditation Council for Occupational Therapy Education (ACOTE).
- ★ American Occupational Therapy Association (AOTA).

Respiratory Therapy

- ★ Commission on Accreditation for Respiratory Therapy (CART).
- ★ Commission on Accreditation for Respiratory Care (CoARC).

Business

- ★ Association to Advance Collegiate Schools of Business (AACSB).

Foreign Educated Students applying for education assistance must provide documentation confirming that their chosen institution is accredited by one of the accrediting bodies of their home country or accrediting body is accepted by the evaluating agencies of USA.

* **SUPPORTING DOCUMENTS SHOULD BE MAILED TO** : FACTS Grant & Aid Assessment P.O. Box 82524 Lincoln, NE 68501-2524

* **QUESTIONS** : If you have any questions or concerns about the FACTS application process, you may speak with a FACTS customer care representative at 1 (866) 315-9262.



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