Weight Watcher’s Subsidy Program at GVSU

Benefit eligible faculty and staff can submit record of attendance to Weight Watchers meetings at work or in the community and receive reimbursement for participating in the program.

SUBSIDY DETAILS

GVSU will provide a 25% subsidy for the monthly rate of $44.95 if members attend 4 consecutive meetings each month. Members have the opportunity to receive the subsidy each month for 12 months. Total value of subsidy for all 12 months equals no more than $144*.

Weight Watcher’s at Work Meetings
Monthly Cost: $44.95
25% monthly discount for attending 4 consecutive weekly meetings in a month: $12

Weight Watcher’s Center Meetings
Monthly Cost: 44.95
25% discount for attending 4 consecutive weekly meetings in a month: $12

*Subsidy is subject to tax. Not applicable to Weight Watcher’s online program.

You have met the requirements for reimbursement if you:
- Enrolled in an At Work or Local Meeting series
- Were a benefits eligible faculty or staff member of Grand Valley State University at the start of the session through the day the reimbursement form is received.
- Were age 18 or older at the start of the Weight Watchers program.
- Attended at least the minimum number of meetings, 4 per month.
- Filled out the reimbursement form completely. Incomplete forms will not be processed.
- Had your Weight Watchers leader sign and validate the reimbursement form (see below)
- Attached proof of payment. Local Meetings: the perforated section attached to the vouchers titled Weight Watchers Staff Only. At Work Meetings: the Weight Watchers receipt you received from your series leader upon payment.
- Turn in the form within one year of first meeting date on the reimbursement list. After one year has passed, reimbursement is no longer eligible for sessions.

Instructions to verify meeting attendance

1. Weight Watcher’s members will find an attendance sheet in their Weight Watcher’s booklet received at the beginning of the series. For each session attended, complete the listed details (date, time, location) and have the instructor sign off verifying attendance. This document or the form provided below will qualify as an attendance sheet

2. Turn in or mail your attendance sheet to the Health and Wellness Specialist at 1090 James H. Zumberge Hall on the Allendale campus. Please print your name and G# in the bottom right corner of each sheet turned in. Processing dates for reimbursement forms are March 31, June 30, September 31, and December 31. Members can choose to turn in forms quarterly, bi-
annually or at the end of the year.

3. You will receive your reimbursement directly onto your paycheck within two weeks after the deadline for the months qualified. The reimbursement limit each quarter is $36, $12 for each month of perfect attendance.

**Quarter deadlines**

Attendance sheets are due by 5pm each quarter to qualify for the reimbursement. Reimbursements can be turned in after the deadline but will not be processed until the next deadline date.

1st Quarter: March 31
2nd Quarter: June 30
3rd Quarter: September 31
4th Quarter: December 31

**FREQUENTLY ASKED QUESTIONS**

What happens if I start in the middle of the month?
If you start the Weight Watcher’s program during the middle of the month, your reimbursement will coincide with the start date of your monthly program. Members will receive $12 for every 4 consecutive sessions they attend beginning with their program start date.

What if there are 5 weeks in a month?
You will be reimbursed for attending a minimum of 4 consecutive sessions in one month. If there is more than 4 weeks in a month the minimum you must attend is 4 and you qualify for the $12.00 reimbursement.

What if I start the program for a couple months, stop and start again two months later?
You will qualify for the reimbursement for every 4 consecutive sessions you attend.

What if I go on vacation and have to miss a meeting?
Faculty and staff have the opportunity to make-up missed meetings a total of 8 times during the year (January-December). Members can complete the Weight Watcher’s make up form for each missed session and turn it in with the reimbursement form.

REIMBURSEMENT FORM-SEE NEXT PAGE!
**GVSU Weight Watchers at Work Program Reimbursement Form**

Grand Valley State University is supporting your efforts to reach your personal health goals by offering you a special reimbursement incentive for Weight Watchers ®.

- You are eligible to receive a $12.00 reimbursement each month toward your enrollment fees when you participate in any local or on site Weight Watchers at Work meeting.
- The maximum reimbursement per calendar year is $144, regardless of the combination of sessions you complete.
- Reimbursement is taxable.
- Fill this form in its entirety to receive reimbursement.
- Copy of receipt of payment is required.

NAME: ___________________________  G#: ___________________________

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MEMBER’S SIGNATURE: ___________________________  DATE: ____________________

**Mail or drop off this form including receipt of monthly payment to:**
Health and Wellness-Weight Watchers Program  
1 Campus Dr  
1090 James H. Zumberge Hall  
Allendale, MI 49401

Fax: 331-3216  
Scan: healthandwellness@gvsu.edu  
You will receive your reimbursement applied to your paycheck in approximately 90 days. This form cannot be duplicated. Only the original document will be accepted.