



POLICY: Tuition Reimbursement

PURPOSE: To provide a uniform policy of educational assistance for the employees of Sun Health Senior Living. Assistance will consist of course tuition and books.

Sun Health Senior Living encourages you to enhance your opportunities for career growth by obtaining the necessary educational requirements through the Sun Health Senior Living Educational Assistance Program. This may be accomplished by taking courses at an accredited college, university or technical institute.

Requests for educational assistance can be obtained from Employee Services and be submitted in writing through normal management channels and approved prior to attendance. A qualified, regular full-time employee will be able to be reimbursed up to \$500.00 per class with a maximum payout of \$2,000.00 within a twelve (12) month period.

A qualified, regular part-time employee will be able to be reimbursed up to \$250.00 per class with a maximum payout of \$1,000.00 within a twelve (12) month period. The cost of tuition will not be reimbursed if the tuition has been paid from another source, e.g. a Sun Health Senior Living Community/Resident Foundation. It will be the employee's responsibility to provide proof of payment for the cost of tuition that is being reimbursed. Supporting receipts and report cards must accompany the completed Tuition Reimbursement request (copies are acceptable).

All regular/full-time employees who have completed a six (6) month employment period are eligible for this program. Reimbursement for tuition and books is as follows:

Grade Achieved	Reimbursement Level
"A"	100%
"B"	100%
"C"	100%
"D"	50%
"F" or Incomplete	0%

Employees may be reimbursed for books as soon as the books are purchased. If the employee fails to finish the course, the amount reimbursed for books must be paid back to Sun Health Senior Living. Tuition will be reimbursed after the employee completes the course and receives their final grades. There is no reimbursement for fees (registration, pre-testing, etc.) or parking.

Department Directors should forward a completed copy of this form to Employee Services requesting reimbursement for tuition and books once the employee submits a receipt and their grades.

At the completion of the course, any money due back to Sun Health Senior Living (in accordance with the above structure) must be paid back within two (2) weeks of the completion of the course. Should an employee leave Sun Health Senior Living owing money, all amounts are due and payable on the separation date and will be deducted from the final paycheck.

Employees will be required to stay one year after receiving the reimbursement for which they are requesting educational assistance. If an employee leaves prior to the first year anniversary of receiving the education assistance reimbursement, a proportionate amount of the reimbursement will be deducted from the employee's final paycheck. For instance, if an employee leaves six months after receiving the reimbursement, 50% of the reimbursement will be owed to Sun Health Senior Living.



Application for Tuition Reimbursement Consideration

Employee Name: _____

Department #: _____

Location: _____ G/L # _____

Course Title(s)

Name of Institution _____

Dates of Course(s): From _____ To _____

Tuition _____ Books _____

I acknowledge the conditions of this policy. _____
Employee Signature

Manager's Approval _____