



POLICY: Tuition Reimbursement

<i>Original Implementation Date:</i>	8/2016	<i>Date Reviewed/ Revised:</i>	9/27/2022	<i>Area of Responsibility:</i>	Human Resources	<i>Version:</i>	4
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PURPOSE: To provide a uniform policy of tuition reimbursement for team members of Sun Health.

POLICY: Sun Health encourages team members to enhance their career growth opportunities by seeking further education. Tuition Reimbursement will cover the cost of tuition and books from courses taken at an accredited college, university, or technical institute. There is no reimbursement for fees (registration, technology, pre-testing, etc.) or parking. Tuition Reimbursement does not cover continuing education, professional certifications, or license renewal reimbursement. Team members need to consult the *Professional Certifications and Licenses Reimbursement* policy for program details.

ELIGIBILITY:

Length of Employment: Team Members must complete six (6) months of consecutive employment to be eligible to submit a Tuition Reimbursement Application. Application requests are eligible for reimbursement for courses with a start date after the 6 months eligibility wait period has been completed.

PRIOR APPROVAL PROCESS: Requests for tuition reimbursement need to be approved by having the team member and manager complete the *Tuition Reimbursement Consideration Request* on the *Tuition Reimbursement Form* prior to enrolling in the course. The manager should then forward the *Tuition Reimbursement Consideration Request* to the Vice President of Community Operations/Executive Director or Senior Leader and location HR representative.

Team Member Status

- Full-Time: Full-time team members will be eligible to be reimbursed up to \$500 per class with a maximum payout of \$2,000 within a twelve (12) month rolling period from the first request.
- Part-Time: Part-time team members will be eligible to be reimbursed up to \$250 per class with a maximum payout of \$1,000 within a rolling twelve (12) month period from the first request.
- P.R.N. P.R.N. team members are ineligible to participate in the Tuition Reimbursement program.

Reimbursement Requirements: Reimbursement for tuition and books is as follows:

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

Team members may be reimbursed for books as soon as the books are purchased unless the team member has not completed their required 6 months of employment. Tuition will be reimbursed after the team member completes the course and receives their final grades. Both requests can be completed on the *Tuition Reimbursement Application* on the *Tuition Reimbursement Form*. It will be the team member's responsibility to provide proof of payment and the

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Employee Expense Reimbursement Form to be reimbursed. Supporting tuition payment receipts and final grades must accompany the completed *Tuition Reimbursement Application*). The courses being reimbursed must have been completed within one year of the Application for Tuition Reimbursement.

Employment and Payback Agreement: Team members will be required to remain employed by Sun Health for one year after receiving the reimbursement. If a team member leaves prior to the first-year anniversary of receiving the tuition reimbursement, a proportionate amount of the reimbursement will be deducted from the team member's final paycheck. For instance, if a team member leaves six months after receiving the reimbursement, 50% of the reimbursement will be owed to Sun Health. Team members will be subject to the same 1-year payback requirement for renewed reimbursement requests from the date of the last reimbursement request.

If the team member fails to finish the course, the amount reimbursed for books must be paid back to Sun Health if they were paid in advance. At the completion of the course, any money due back to Sun Health (in accordance with the above structure) must be paid back within two (2) weeks of the completion of the course.

Should a team member leave Sun Health owing money, all amounts are due and payable on the separation date and will be deducted from the final paycheck.

Reimbursement Restrictions: Team members will not be reimbursed if the tuition has been paid from another source, such as a Sun Health Community/Resident Scholarship or other scholarship sources. Additionally, requesting funds from any Sun Health Education Financial Support program gives permission for all relevant team member information to be coordinated between programs for verification. Failure to disclose will require immediate payback to be deducted from the next regular paycheck(s).

RELATED POLICIES: *Professional Certifications and Licenses Reimbursement; FORM: Tuition Reimbursement Program; Employee Expense Reimbursement Form; PROCESS: Tuition Reimbursement.*