

## Tuition Reimbursement

### **THIS POLICY**

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### **REPLACES POLICY**

Policy Number: 312

Effective Date: 07/11/95

### **Policy:**

Wesley Woods Senior Living, Inc. offers tuition reimbursement assistance to eligible staff who are pursuing education that enhances their current job skills or assists them to qualify for other positions at Wesley Woods Senior Living, Inc., with greater responsibilities.

### **Guidelines:**

1. A tuition reimbursement maximum is established and approved each budget year.
2. The funds are available for courses related to the employee's current job or courses leading to an Associates, Bachelors, or Masters Degree that has been approved by their supervisor.
3. Courses must be from an accredited university, technical school or college, or health related institution. Courses at other institutions may qualify for this program but must be approved by the Director of Human Resources.
4. Tuition reimbursement assistance is granted for tuition (credit hour cost) only. Advances for tuition assistance is not approved; only reimbursement after course work is completed, per established guidelines for reimbursement.

### **Eligibility Requirements:**

1. Employees must have one full year of regular employment with Wesley Woods Senior Living, Inc., and work at least 20 hours per week.
2. Employee's last annual performance review must meet or exceed job expectations. Employee's must not have any corrective action forms in their file for the past year.

**Employee Application Procedure:**

1. An employee wishing to submit an application for tuition reimbursement assistance should request an application form from his/her supervisor, then complete and return it to the supervisor for review and approval.
2. The supervisor and department head will review and approve requests based on the employee's performance review ratings and employment standing. If they approve the request, they forward the application to Human Resources for review and approval.
3. Human Resources will notify the employee and supervisor the status of the tuition request and return the approved application.

**Follow-up Procedure:**

Within 30 days of the completion of course work, employees must send the following information to Human Resources:

1. Copy of approved Application form.
2. Original grade slip.
3. Original paid tuition receipt.

Human Resources will submit the completed documentation to Finance Department for reimbursement to the employee.

**Note:** Employees failing to comply with the follow-up procedures, failing a course or withdrawing from a course, will not be eligible for reimbursement.

Falsification or misrepresentation of information will result in the denial of reimbursement and may be grounds for appropriate disciplinary action.