

**WISH**  
**Tuition Assistance Policy**  
**1/1/2025**

**Purpose**

Our goal is to sustain a well-trained team by promoting involvement in job-related educational programs. We are dedicated to enhancing the quality of care we offer and are also committed to providing educational opportunities for those employees who have demonstrated excellence and upheld our core values.

**Qualifications for Assistance**

Employees must meet the following criteria:

**1. Employment Status:**

- Be a full-time or regular part-time, college flex, or weekend warrior employee at the time of application and maintain full-time or regular part-time college flex or weekend warrior status during the course/s.

**2. Duration of Employment:**

- Have completed **one (1) year** of continuous employment as a PT, FT, Casual, weekend warrior or College Flex.

**3. Performance Standards:**

- Be in good standing with work performance, attendance and upholding our Core Values.

**4. Course Eligibility:**

- Meet the minimum requirements of the institution or agency offering the course.

**5. FASFA:**

- Employees must have correctly and completely filled out the FASFA form to ensure financial aid is applied prior to tuition reimbursement awarded.

**Request Process**

Written Request

- Employees must submit a written request to their department director and submit to their director and human resources prior to the beginning of the class start date that includes:
  - Course title and purpose or course program (i.e., LPN program)
  - Name of the educational institution or agency
  - Dates, times, and duration of the course or program
  - Location of the course
  - Requested amount of reimbursement
  - Signature and title of the requester

### **Approval Process**

Department directors must recommend approval or disapproval and provide reasons for their decision and document on the Tuition Request form which will then be submitted to human resources and the administrator.

### **Final Decision**

Once the administrator reviews the request the administrator will interview the employee and make a final decision. The administrator shall sign the request form and return it to the employee and Human Resources.

### **Continued Eligibility**

- Employees will need to attend classes outside of regular working hours unless approved by the administrator and department manager.
- Work Performance must remain in good standing

### **Reimbursement Structure**

Reimbursement Amount will be 100% of the agreed upon amount of tuition upon passing the course with a “C” . If the course is a prerequisite course that requires a minimum grade (example A&P needs to be a B) you must pass the class with the minimum grade. This will be paid out in the next pay period and taxes will apply.

### **Covered Expenses**

For single course work that will enhance the employees performance within the facility or for a program through an accredited university or technical college such as an associates

or bachelor's degree. Other costs, including books, supplies, uniforms, and transportation, will not be reimbursed.

### **Reimbursement Process**

Reimbursements will occur in the first regularly scheduled pay period after submission of:

- A certified transcript of grades.
- A receipt for tuition paid from the institution.
- **Advanced Payments:** May be arranged for certain circumstances and can be approved by the administrator.
- **Reimbursement Condition:** Employees leaving the company prior to course completion (voluntarily or involuntarily) will not receive reimbursement.

### **Repayment Conditions**

- Employees leaving within **1 year** of course or program completion must repay reimbursed amounts and will be deducted from the last paycheck. If the last paycheck is not enough to cover the cost, the employee will be responsible for paying for the facility directly. Example if a dietary staff takes a culinary course that is reimbursed, they must stay for 1 year after the course is completed. Example if a CNA is going through the LPN program they must stay for 1 year after the awarding of the professional license by the state.

### **Program Limitations**

- There is a budgeted education amount each year. Approvals will be based on budget and based on available funds.

### **Conclusion**

This structured program encourages employee development while ensuring that the company maintains a highly trained workforce. Employees are motivated to further their education, which benefits both their career progression and the overall service quality of the organization.