

AMERICAN SENIOR COMMUNITIES New Nurse Graduate Education Reimbursement Policy		
Section: Human Resources	Original Date: 1/1/2021 Author/Title: Martha Bartlow, Director of Benefits Reviewed Date: Revised Date: 7/2026 Mary Hedlund, VP Benefits Archive Date:	Page 1 of 2

Purpose: The purpose of the Reimbursement for Licensure Policy is to partially reimburse employees who have recently earned their LPN or RN license for certain education costs.

Policy: American Senior Communities offers reimbursement to active, Full-Time, regular status employees, who are:

- Newly licensed as an LPN or RN (within the past twelve months), and
- Within their first six months of employment with ASC, in their first licensed position (has not worked under the new license previously)

Approval of reimbursement does not obligate the Company to future or continued reimbursements.

The maximum reimbursement per licensure, per employee, is \$2,000. Employee must provide documentation of all expenses, grants, and scholarships. Reimbursement will not exceed the total documented expenses.

Eligibility/Commitment Requirements

1. This must be the employee's first job after earning the license.
2. The employee agrees to remain employed with the Company for a minimum of twelve (12) months after reimbursement. If the employee resigns or terminates for any reason, other than due to an approved medical or other leave, prior to the end of the twelve-month period, the employee will not be eligible for rehire by the Company. The no re-hire prohibition may be reconsidered only by the Chief Human Resources Officer for good cause and at the Chief Human Resources Officer's discretion.
3. Employee's grants or scholarships (not including student loans), and reimbursements under the Tuition Assistance Policy will offset the potential reimbursement. Only actual out-of-pocket expenses will be reimbursed. If grants/scholarships cover the entire documented cost, the employee is not eligible for reimbursement.

Procedure:

1. The employee must complete the New Nurse Graduate Education Reimbursement Request Form. The request must include verification of the license.

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2. The employee is responsible to obtain the Executive Director’s signature of approval on the New Nurse Graduate Education Reimbursement Request Form within twelve months of earning the licensure and within six months of beginning FT employment with American Senior Communities in the licensed position. This must be the employee’s first job after earning the license. The employee is then responsible for submitting the form and supporting documentation to the Payroll Coordinator at his or her facility. Required paperwork includes the following:

- a) Proof of licensure
- b) Invoices/receipts detailing the cost of education expenses, including tuition, fees, and books. Handwritten receipts or those that have been altered in any way will not be accepted.

(Home Office employees obtain their department supervisor’s signature of approval on the Education Reimbursement Request Form within the timeframe outlined above. Home Office employees submit the form and supporting documentation to a Benefits Administrator in Human Resources.)

- 3. The Payroll Coordinator submits the request form and supporting documentation to the Benefits Administrator at the Home Office for processing and review as soon as possible after the Executive Director signs the form. Original paperwork will be placed in the employee’s file. The Benefits Administrator will return any incomplete request forms and documentation back to the facility for correction.
- 4. The assigned Benefits Administrator reviews the request and documentation and submits for final consideration/approval by the VP Of Employee Benefits.
- 5. Once approved or denied, the Benefits Administrator will notify the Executive Director, Office Manager, and Payroll Coordinator (or Supervisor for Home Office staff) at the employee’s work location. Processing by the Benefits Administrator may take up to two weeks. Receipt of approval does not guarantee reimbursement to the employee.
- 6. After approval, Home Office will generate the expense reimbursement request to accounting. Please allow up to two weeks for check processing. You must be set-up in the accounting system for reimbursement.

Effect of Non-Compliance: Home Office Benefits Administrators will track the twelve-month period following the reimbursement. If the employee resigns or terminates for any reason, other than due to an approved medical or other leave prior to the completion of the required twelve-month period, the employee will not be eligible for rehire.