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| <b>AMERICAN SENIOR COMMUNITIES</b><br><b>Tuition Reimbursement Policy</b> |   |                    |
| <b>Section:</b><br><b>Human Resources</b>                                 | <b>Original Date: 1/1/2021</b><br><b>Author/Title: Mary Hedlund, Senior Director Benefits</b><br><b>Reviewed Date: 10/2/2022</b><br><b>Revised Date: 1/1/2023</b><br><br><b>Archive Date:</b> | <b>Page 1 of 3</b> |

**Purpose:** The purpose of the Tuition Reimbursement Policy is to help employees further their education, enhance current skills, and improve future potential. It is separate and distinct from the Reimbursement for Certification Policy.

**Policy:** American Senior Communities offers Tuition Reimbursement to Full-Time, regular status employees who are scheduled **at least 30 hours per week and who have been in such status continuously for six (6) months or more.**

Approval for tuition reimbursement depends on the relationship of the course to the employee’s current or future potential position with the Company, including any courses required to obtain a degree related to the Company’s business. Course work must be through an accredited college, university, institute, or technical/trade school.

**The employee must apply for and obtain approval before the start date of each course.**

Approval of a course does not obligate the Company to future or continued approvals. When given, approvals are only valid for the requested course.

Employees will not be reimbursed for an approved course if the employee resigns or is terminated for any reason, or changes from a Full-Time, regular status before successfully completing the course and submitting proof of satisfactory completion of the course.

The maximum reimbursement per year, per employee, is \$3,000. Expenses eligible for reimbursement are tuition, fees, and books for approved courses for which the employee is financially responsible. The Employee must provide documentation of all expenses, grants, and scholarships by the end of the course. Reimbursement will not exceed the total documented expenses, minus grants and other reimbursement or scholarships.

**Eligibility/Commitment Requirements**

1. An employee must be employed with the Company in a Full-Time, regular status for 6 months prior to the start date of the course and through the end of the course.
2. Employee must earn a letter grade of “C” or better or a “pass” on pass/fail courses.

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|   |  |                    |
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|---|--|--------------------|

3. The employee agrees to remain employed with the Company for a minimum of six (6) months after course completion. 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 six (6) month period, the employee will not be eligible for rehire by the Company. The no-rehire prohibition may be reconsidered only by the Chief Human Resources Officer for good cause and at the Chief Human Resources Officer's discretion.
4. Employee's grants or scholarships (not including student loans) will offset the potential reimbursement. Only actual out-of-pocket employee expenses may be reimbursed. If grants/scholarships cover the entire cost of the requested course, an employee is not eligible for reimbursement.

**Procedure:**

1. Prior to the start of the course, the employee must complete a Tuition Reimbursement Request Form and provide a course schedule showing enrollment. The schedule must include the employee's name, the name of the course(s), and the beginning and ending dates of the course(s).
2. The employee is responsible to obtain the Executive Director's signature of approval on the Tuition Reimbursement Request Form **prior to the start date of the course**. The employee is then responsible for submitting the form and supporting documentation to the Payroll Benefits Coordinator at his or her facility.  
*(A Home Office employee must obtain his or her department supervisor's signature of approval on the Tuition Reimbursement Request Form **prior to the start date of the course**. Home Office employees submit the form and supporting documentation to the [ASCbenefitsadministrators@asccare.com](mailto:ASCbenefitsadministrators@asccare.com) shared mail box. Tuition in the subject line. .)*
3. The Payroll Benefits Coordinator submits the request form and supporting documentation to [ascbenefitsadministrators@asccare.com](mailto:ascbenefitsadministrators@asccare.com) for review and processing 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 Benefits Administrator reviews the request and documentation and submits for final consideration/approval by the Senior Director of Benefits.

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|---|--|--------------------|

5. Once approved or denied, the Benefits Administrator will notify the requester (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. The potential reimbursement is an estimated amount and is subject to change/denial.
  
6. After completion of the course, **the employee must submit the final paperwork to the Payroll Benefits Coordinator at their facility within thirty (30) days of completing the course.** The Payroll Benefits Coordinator will forward the paperwork to the ASC Benefits Administrators email box for review. Required final paperwork includes the following:
  - a) The official grade report for the approved course showing a grade of "C" or better or "pass" for a pass/fail course. Must include the employee's name and the institution's name.
  - b) Invoices/receipts detailing the cost of the approved course, including tuition, fees, reimbursements (if applicable) and books. Handwritten receipts or those that have been altered in any way will not be accepted. The preferred documentation is a copy of the student's account from the school showing charges, scholarships and/or grants, and includes employee name.
  
7. After reviewing the paperwork and determining the approved reimbursement, the Home Office Benefits Administrator will generate the reimbursement for payment on the next available paycheck.

**Effect of Non-Compliance:** Home Office Benefits Administrators will track the six-month period following the completion of the course. 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 six-month period, the employee will be considered not eligible for rehire.

## Tuition Reimbursement Summary

|   | <u>Tuition Reimbursement</u>  |
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| Eligibility Requirement                 | Six months of Full-Time Service prior to beginning of course                                      |
| Maximum Annual Reimbursement            | \$3,000   |
| Deadline to Apply                       | Request form is complete and approved by Executive Director prior to the initial class start date |
| Deadline to Provide Final Documentation | Provide grades within 30 days of end of class   |
| Post Benefit Service Requirement        | 6 months of service after completion of class   |

The Tuition Reimbursement Program and Reimbursement for Certifications/Nurse Licensing policies are separate and distinct.

An employee could receive both the \$3,000 maximum Tuition Reimbursement and \$500 Reimbursement for Certifications in the same calendar year.

Employees who leave employment before meeting their service requirement will be ineligible for rehire.