

Policy Title:	Tuition Reimbursement
Scope:	All Team Members as Set Forth Below
Policy Number:	HR-POL-6000
Policy Sponsor/Manual:	Human Resources

I. POLICY

Because we believe in life-long learning to help you reach your full potential, we will help fund education programs and classes that further your professional development – either in your current role or as you prepare you for a future role at AlerisLife. This policy provides guidance on The Future You Fund program eligibility and utilization.

II. SCOPE

This policy applies to all regular part- and full-time team members who have worked for the Company for at least six (6) consecutive months and are meeting job performance expectations. Team members may access up to \$3,000 each calendar year in reimbursements. This policy does not apply to per diem (PRN) team members.

III. APPROVED PROGRAMS AND COURSES

Any educational classes that are related to the team member's current position or will prepare the team member for another position within the Company are eligible for reimbursement. All courses must be taken outside of regular work hours unless approved by the team members supervisor.

Eligible:

- Coursework taken as part of a degree program
- Professional development seminars
- Coursework to qualify for Professional Certifications (must not be required as part of job requirements)
- Conference fees that include continuing education credits not covered by CEU 360 or Relias.
- Cost of tuition, required labs and other fees associated with the course
- Books required for the course or degree

Not Eligible:

- Annual membership dues or subscription fees
- Conferences linked to your normal and customary job duties and approved by your manager as such, are not eligible as they should be covered by the company vs via tuition reimbursement.
- Continuing education certifications through Relias, or those for Ageilty via CEU360 are available at no cost and thus will not be eligible for reimbursement.
- Student fees, transportation, parking, etc.
- Team members are only able to be reimbursed for amounts that were paid by the team member themselves. Grants or scholarships are not eligible for reimbursement.

IV. REIMBURSEMENT AMOUNT/ DISBURSEMENT

Team members are entitled to be reimbursed 100% of the cost of the class up to an annual maximum of \$3,000. The benefit is paid through your paycheck upon the successful completion of the class.

V. REIMBURSEMENT TIMELINE

PRIOR TO THE COURSE'S START DATE

Prior to beginning a course or program, the team member must submit the following items to the Benefits Department for approval no later than four (4) weeks prior to the start of the course or professional development program:

1. Course/program description
2. Documentation of the estimated cost
3. Tuition Reimbursement Request Form

This form can be found on Benefits Portal under Tuition Reimbursement

Newly hired team members, who are currently enrolled in coursework and complete coursework during or after their first six months of employment, may be eligible for a one time look back exception for submitting for reimbursement and backdating the application.

Please note that Ageility team members need to apply through their department HR.

UPON COURSE COMPLETION

Within 30 days after receipt of the final grade or certificate, the team member must submit the following documents to the Benefits Department:

1. Approved Tuition Reimbursement Form
2. Proof of successful completion (e.g., certificate of completion or grade)
3. Proof of Cost and Payment (Receipt or Financial Statement)

VI. FORMS

HR-POL-6000.F1	Tuition Reimbursement Request Form
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Date of Origin:	2/1/01
Prior Revision Date:	8/1/18
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