

## Frequently Asked Questions:

### **How much will I get?**

You will receive 100% reimbursement of the class up to a maximum reimbursement of \$3,000 per year. You can take as many classes as you wish until the \$3,000 limit is reached.

### **When will I get my money?**

You will receive reimbursement amount immediately after successful completion of the class and after the benefits department has received the tuition reimbursement request, program completion, and receipts.

The reimbursement will be added to the last paycheck of the month in which you submit the paperwork to the benefit team.

### **What programs qualify for tuition reimbursement?**

Any class that advances professional growth at AlerisLife qualifies for the tuition reimbursement benefit. It is important that you submit the Tuition Reimbursement Request before you start the class, so the benefits team can review and approve it. Pre-approval is required in order to be eligible for reimbursement.

The benefit applies to any type of program, such as seminars, online classes, adult education, or college classes and degree programs.

### **Do I have to get a certain grade to be reimbursed?**

You have to prove that you successfully completed the course. This can be a certificate of completion that you receive after the end of a seminar or a passing grade at the end of a semester.

### **What happens if I have to drop out of the program or class, do I still get a portion of the reimbursement?**

Unexpected circumstances that require a team member to drop out of a course or program before finishing will be evaluated on an individual basis.