



Option Care Health Tuition Reimbursement Program

Effective: January 1, 2025

Program Overview

Option Care Health recognizes the importance of ongoing education and personal development, and our tuition reimbursement program is intended to support team members in their pursuit of higher education.

The tuition reimbursement program is intended to provide support to eligible team members who are interested in furthering their professional, technical, and educational needs. Option Care Health has committed to offering financial assistance for continuing education in the form of degree attainment, professional certification, and skill development.

Guidelines

1.0 Team Member Eligibility

- 1.1 Team members must complete one year of full-time service at Option Care Health and be in good standing with both performance and conduct as defined in the Team Member Handbook.
- 1.2 This policy applies to all full-time team members who are scheduled to work 30 or more hours per week.
- 1.3 Team members must have at least one year of continuous service with Option Care Health on the date a course begins or by the completion date of the course.
- 1.4 Courses must be started and completed while the team member is actively employed.
- 1.5 A tuition reimbursement application must be completed each term for which tuition is being requested.
- 1.6 The tuition reimbursement application and request form are available on Workday and must be submitted by the following dates to be eligible for the applicable quarterly review:
 - January 15
 - March 15
 - June 15
 - September 15

2.0 Tuition Reimbursement Guidelines

- 2.1** Each quarter, applications will be reviewed and approved on a first come first requested basis. Tenure will be a primary consideration, but additional factors will be considered when reviewing applications. The quarterly review is to ensure the fairest distribution of the available annual budget funds for all eligible team members. Team members will be notified of their request for reimbursement approval decision within 30 days after the applicable quarterly submission date as noted in section 1.6.
- 2.2** A team member's Manager/Director, VP/EVP of department, and the SVP, Total Rewards must review and approve the courses being considered. The review will take into consideration the appropriateness of the course of study and application to the needs of Option Care Health. Programs related to the attainment of an associate, bachelor's or master's degree or professional certification will be eligible for reimbursement and will be limited to \$2,000 per year.
- 2.3** Tuition, fees (registration, lab or exam fees only), and monies for books will be reimbursed up to a total of \$2,000 per year. Eligible team members will be reimbursed only for courses of study that have been previously approved by Option Care Health Tuition Reimbursement program.
- 2.4** Reimbursement is limited to courses required for completion of a high school diploma, professional certification, courses taken at an accredited, junior college, college, or university leading toward a degree, or non-degree courses such as computer software courses leading to a skill development.
- 2.5** Team Members seeking tuition reimbursement must submit a request with the necessary approvals as defined in section 2.2 while currently enrolled or planning to enroll. Courses completed prior to submitting an application are not eligible for reimbursement.
- 2.6** Team Members seeking tuition reimbursement must submit all one-time payment requests within 90 days of course completion, following receipt of quarterly approval. This submission must include all required supporting documentation as outlined in Section 4.2. Failure to submit the reimbursement request within the 90-day period may result in denial of reimbursement.
- 2.7** Tuition reimbursement will be paid, as soon as administratively possible, via Payroll after receipt of documentation substantiating course completion of a grade "C" or higher. Tuition reimbursement approvals and payments will not be processed while a team member is on leave.
- 2.8** If a team member terminates employment with Option Care Health for any reason while participating in this program, he/she is not eligible for outstanding reimbursement payments for any courses completed.

- 2.9** If a team member terminates employment within 12 months of receiving tuition reimbursement, he/she will be required to return the reimbursement to Option Care Health. Option Care Health will deduct the reimbursement payments from the final payroll check. In the event the final payroll check does not cover the entire reimbursement payment, the team member will be required to pay the remaining funds within thirty (30) days.

3.0 Types of Programs

- 3.1** Degree Courses – Courses a team member takes of their own volition which are part of Option Care Health’s approved degree program. Reimbursement for degree courses and professional certification courses combined is limited to \$2,000 annually.
- 3.2** Professional Certification Courses – Courses which a team member takes of their own volition to prepare for national examinations leading to a professional designation or certification, such as a certified accountant. Reimbursement for professional certification courses/exams and degree courses combined is limited to \$2,000 annually.
- 3.3** Skill Develop Courses – Courses which do not lead to a degree that team members take of their own volition to improve performance on the job or to develop skills for a future job within Option Care Health. Reimbursement for skill development courses is limited to \$500 annually.
- 3.4** Annual reimbursement shall not exceed \$2,000 for any team member, through any combination of the foregoing programs.

4.0 Administration

- 4.1** Quarterly applications for the type of programs, as defined in section 3.0, will be reviewed by your manager/director, VP/EVP of department, and the SVP, Total Rewards. All approvals must be received prior to a team member receiving reimbursement.
- 4.2** Tuition reimbursement is a two-step process. First, a tuition reimbursement request must be submitted and received the necessary approvals as noted in section 2.3. Second, a one-time payment request must be submitted when the course has been completed with supporting documentation that shows a grade of “C” or better for graded courses or “P” for Pass/Fail courses. Supporting documentation also includes verification of the specific period during which the course was completed and a statement of charges showing the tuition cost for the courses.

- 4.3** Registering for courses and submission of an application does not guarantee reimbursement will be approved. Team members are responsible for all costs incurred while seeking higher education.
- 4.4** Auditing course content and coordination of the tuition reimbursement policy is the responsibility of Human Resources.
- 4.5** Completion of courses does not guarantee a promotion with Option Care Health.
- 4.6** Exceptions to any of the above require Chief Human Resources Officer approval.