

Education Reimbursement Plan Highlights

Purpose

Aegis Living recognizes that our staff members are the source of our immense success. We want to provide you with career opportunities that will challenge and reward you, both personally and professionally by offering education reimbursement.

As an incentive to pursue job-related or career-related education, the Aegis Education Reimbursement Program provides financial support for approved education activities on a reimbursement basis. Course work must be directly job-related or more broadly career related.

You may undertake course work to improve skills required to perform your present job assignments, to remain current with innovations and emerging trends in your field, to improve administrative and management skills, or to prepare for positions with Aegis that may be attained through promotional opportunities.

You may seek instruction and training under a degree program as well as vocational or technical training from accredited institutions.

Covered tuition expenses are reimbursed for the entire or partial tuition costs up to a maximum of \$1,500 in a 12 month period.

Eligibility Requirements

To become eligible for the Aegis Education Reimbursement Program, you must:

- ✓ Be a full-time or part-time staff member
- ✓ Complete one (1) year or more of continuous Aegis service
 - *Exception: 6 months of continuous service for CNA/HCA reimbursement*
- ✓ Demonstrate "Very Good" or better performance

Reimbursement Qualifications

All course work must be approved for reimbursement prior to enrollment in each individual course.

- 1) Complete the Education Reimbursement Program Application.
- 2) Submit your application to your General Manager or supervisor for approval.
- 3) Complete the course work while remaining an active Aegis staff member and maintaining a "Very Good" or better performance rating.
- 4) Provide documented evidence of costs and successful completion of the course(s) with a grade of C (or equivalent) or better.
- 5) Agree to commit to 12 months of continued service with Aegis following the completion of each course. Should you voluntarily resign within 12 months of completing a course and receiving tuition reimbursement, you will be required to repay the full amount of the reimbursement to Aegis.

Qualified Expenses

What are qualified expenses?

- ✓ Tuition and fees
- ✓ Student activity fees
- ✓ Expenses for books, supplies and equipment

What expenses are **not** qualified?

- ✓ Meals, lodging, transportation, tools, or supplies.
- ✓ Education involving sports, games, or hobbies unless the education has a reasonable relationship to Aegis business or is required as part of a degree program.
- ✓ Graduate level courses that are normally taken under a degree program leading to a law, business, medical, or other advanced academic or professional degree.

Please reach out to the Benefits Team if you need further assistance:
benefits@aegisliving.com or (425) 284-1613

Aegis reserves the right to suspend or withhold approval of any Education program or course.

