

Education Program

The Purpose

Being genuinely interested in the advancement of our team members, it is the policy of the Company to offer an Education Program.

Who is Eligible?

To be eligible for the Education Program, a team member MUST:

- Be a full-time or part-time status team member
- Remain free from discipline for a period of six (6) months and in good standing with the Company. Should a counseling or discipline occur during an award period, payment may cease. After a period of six (6) months team members can re-apply for the Education Program.
- Have successfully completed a degree program (for student loan repayment) or be actively pursuing a degree/certificate program for tuition reimbursement (current classes) that will aid or advance them in their current position or within the Company.
- Loan repayment that is in place while a team member is on active leave status will continue through any approved leave for the duration of the leave except when collecting long-term disability benefits. Team members may not apply for a new Education Program benefit while on any form of leave of absence.

Acceptance & Award Program Requirements

The decision whether to accept a team member into the education program will be based on several factors including but not limited to the following considerations:

- The nature and purpose of the degree or certificate and the benefit to be derived by the Company and the team member from the degree or certificate;
- The extent of participation already in the program;
- The team member's level of responsibility, status, years of service, and hours worked.

NOTE: The standard waiting period for eligibility is six (6) months, but this may be waived with Executive Director and Human Resource Director approval.

The Company maintains the sole discretion to approve or deny any application for the Education Program. Upon acceptance into the program, the team member must sign a repayment award agreement committing to remain in good standing with the Company to receive repayment.

The yearly maximum repayment is not to exceed \$3,000 for each team member and is dependent upon status. For team members repaying loans, the award will be paid in monthly installments of up to \$250.00 each month the team member meets all program criteria. The awarded monthly amount cannot exceed the monthly loan payment amount. These award payments will be made on the first pay date of the month.

For team members currently pursuing a degree, the award will be paid in lump sum after proof of obtaining a grade of at least a C or its equivalent in the class. This amount cannot exceed 100% of the credit hour cost of the class. For team members pursuing a certification, the award will be paid in lump sum upon proof of passing the certification exam. Team members can simultaneously receive the monthly amounts and lump sum as long as the total amount per calendar year does not exceed \$3,000.

For Student Loan Repayment, the team member is required to provide a copy of the degree as well as documentation of the student loan balance and monthly payment information. The loan must not be in deferment, and the documentation must show a current payment is due. For Student Loan Repayment to be approved, the coursework related to the loan should not have previously been reimbursed under tuition reimbursement. If warranted, Nye Health Services reserves the right to collect transcripts or other documentation to determine if there would be duplication of Education Program funds disbursement. In such instances, a denied or modified repayment plan may occur.

For current class tuition reimbursement, the team member is required to submit the request for reimbursement and obtain approval prior to the course(s) projected start date. Upon course completion the team member must submit a transcript of the class grade and receipt of paid tuition to be eligible for reimbursement.

Team members are eligible for up to a maximum of \$20,000 in Education Program benefits while working for Nye Health Services or any of its affiliate companies. Previous payments under the Education Program are included in this lifetime maximum amount. Monthly loan repayment amounts are based on the monthly loan repayment agreement and the below schedule of benefits:

- Full-time status team member – up to \$3,000/year or \$250/month
- Part-time status team member – up to \$1,500/year or \$125/month

Should the team member voluntarily or involuntarily terminate employment, all education payments will cease effective the last full pay period prior to termination. Team members who experience a status change may have their Education Program eligibility adjusted at the same time to coincide with their new status. Team members who receive a lump sum amount and terminate employment within a year of receipt of the award or are not in good standing with the Company are subject to the repayment of their award to the Company based on the Education Program Promissory Agreement.

Education Program Application

Completed by Team Member:

Team Member Name (Print): _____ Campus: _____

Department: _____ Position: _____ Date of Hire: _____

Institution: _____ Degree Earned/Pursuing: _____

Applying for: Student Loan Repayment Current Classes Certification Program

STUDENT LOAN REPAYMENT:

Amount of Student Loans Owed: _____ Monthly Payment Amount: _____

Payoff Date: _____

- Copy of degree
- Records showing loan balance and current monthly payment due date

CURRENT CLASSES OR CERTIFICATE:

Name of Class(es) or Certificate	Date Class Begins	Credit Hours	Fee per Credit Hour

- Transcript of class grade- must be C or above (current class) or copy of certification obtained
- Receipt of paid tuition (current class) or paid certificate program and/or exam fee (certification)

The Education Program runs January 1 through December 31. A new Education Program Application should be submitted annually in November to be reviewed for the upcoming year.

By signing, team member acknowledges understanding of all program requirements and agrees to remain in good standing with the Company, free from any disciplinary action.

Team Member Signature: _____ Date: _____

Completed by Campus:

Team Member meets all program requirements (See Acceptance & Award Program Requirements): YES NO

Total Education Amount Awarded: _____

Award Type: Student Loans Current Classes Certification Program

Notes: _____

Campus Administrator Signature: _____ Date: _____

Completed by Home Office:

Team Member's Lifetime Education Program Amount Received to Date: _____

Remaining Lifetime Amount Available: _____

Monthly Amount Award: _____ First Pay Date Received: _____

Lump Sum Award: _____ Pay Date Received: _____

Award Type: Student Loans Current Classes Certification Program

Director of HR Signature: _____ Date: _____

Education Program Promissory Agreement

As evident by my signature below, I, _____, do hereby verify that I understand and agree to the following conditions of the Education Program.

The conditions are as follows:

1. The team member will pay in advance for all tuition, registration, books, and related material costs incurred.
2. Since the team member's conduct and behavior reflect on the Company, the team member will do their best at all times to represent the Company in a professional manner.
3. The amount of the award will be paid to the team member in monthly installments after providing a copy of the degree and records showing loan balance and monthly payment information OR after successful completion of a class providing a transcript of the grade which must be a C or above and receipt of paid tuition OR after successfully obtaining a certificate and providing a copy of the certificate and receipt of certificate program and/or exam fee.
4. Time spent in class is outside of the team member's working hours, and will not be considered hours worked for pay purposes. Team members will not be compensated for the mileage to and from, time spent at, and the cost of books and materials needed for these classes. The maximum Education Program amount for each team member per calendar year is limited to the lesser of \$3,000 (full-time team member)/\$1,500 (part-time team member) or 100% of the credit hour cost of the class and monthly payment amounts of student loan repayments.
5. If receiving a lump sum for a current class or certificate program and/or exam fee, the team member agrees to work for the Company for the duration of the class, plus an additional year after the completion of the class or certificate. The team member will not receive the award for the class(es) and/or will be required to repay the award to the Company if the team member (for any reason) voluntarily or involuntarily does not complete the time of employment specified above or is no longer in good standing with the Company.
6. If a team member does not complete one (1) year of employment with the Company following completion of the class(es) or certificate program and/or exam for any reason, they agree to pay a prorated portion of the lump sum award back to the Company as follows:
Scholarship Paid x (Months Not Worked in 12 Month Commitment Period ÷ 12 Months)
(Example: Team member receiving \$3,000 terminates employment four (4) months after completing the class: \$3,000 x 8/12 = \$2,000 to be repaid to the Company)
7. The team member agrees to pay back all money owed within thirty (30) days of notification or last day of employment. If payment is not made within this time, any remaining balance will accrue interest at 1.5% per month until the balance is paid.

I, _____, understand and agree to the terms and conditions of this agreement.

Team Member Signature: _____ Date: _____

Administrator Signature: _____ Date: _____