



Ensign Affiliate Tuition Reimbursement Policy

The Ensign Affiliate Tuition Reimbursement Program is available to active, full-time and part-time employees with one year of employment as of the course start date and in whose last performance review received marks of satisfactory or higher. The Ensign-affiliated location at which the employee works must also be participating in this Program.

Full-time employees may receive up to \$1,000 per calendar year and part-time employees may receive up to \$500 per calendar year. Eligible expenses include tuition, fees associated with enrollment, and books. Any financial aid such as scholarships, grants, or V.A. benefits received by the employee will be deducted from the total allowable expense.

Employees may take courses towards earning certificate education units (CEU's), certification, associate, baccalaureate, or graduate degree programs at an accredited school.

For undergraduate programs, a grade of C- or better (or pass on a pass/fail system) must be earned and for graduate programs, a grade of B- or better is required.

In the event an employee is terminated by employer or voluntarily terminates employment within one year after their last reimbursement, he/she will be responsible for repaying monies previously distributed in the prior twelve (12) months. The reimbursement amount will be deducted from the employee's final paycheck. Any remaining balance will need to be paid to the location within thirty (30) days from the last date of employment.

The Ensign Services Benefits Department administers the program on behalf of Ensign-affiliated locations.