



Tuition Reimbursement Program Announcement

The Ensign Affiliate Tuition Reimbursement Program was established to support the CAPLICO core value: "Passion for Learning". All employees of Ensign-affiliated operations are encouraged to continue the development of their skills and knowledge for their own self-fulfillment, job satisfaction, and the opportunity to grow in their careers.

The program is available to active full-time and regular part-time employees who work at an Ensign-affiliated location that participates in this Program. The individual must have completed one year of employment as of the course start date. The employee must also have received marks of satisfactory or higher in their last performance review.

Effective October 1, 2020, the Ensign Services Benefits Department will directly administer the program for employees of Ensign-affiliated locations. You may contact the Benefits Team at:

Phone #: (949) 540-2014
e-mail address: benefits@ensignservices.net

Applications for courses beginning in October 2020 or later will be accepted. Employees should confirm with their supervisor or Executive Director that their location participates in this Program prior to submission. The employee's Executive Director will be contacted to approve all applications.

Please direct any questions regarding the administration of this program to: benefits@ensignservices.net.

Application Process

STEP 1: Ensign Affiliate employee completes paper application form prior to course start date and sends it to: benefits@ensignservices.net

Ensign Services Benefit Department will send an e-mail notice to employee's Executive Director to initiate the approval process.

STEP 2: Ensign Services Benefit Department provides approval/denial notice to the employee via email within 1-3 business days upon receiving approval. The employee should plan to pay the costs of the course directly and will be reimbursed upon satisfactory course completion.

Upon Course Completion

STEP 3: In order to receive reimbursement, the employee should send the final grade(s), billing statement, and book receipts along with either:

- the original application, or
- copy of the approval notice

to: benefits@ensignservices.net within 60 days of the course completion.

STEP 4: Ensign Services Benefit Department processes transactions two times per month in conjunction with payroll. Reimbursements will be included in the next payroll cycle.

IMPORTANT NOTE: Incomplete applications or incomplete payment requests will delay processing. Applications submitted after the course start date will need to be pre-approved by the Executive Director prior to submission. Please keep copies of all materials submitted for your records.