



## Tuition Reimbursement Policy & Procedure

### Policy

BrightSpring Health Services encourages all employees to pursue career and personal development through formal education that will enhance their job knowledge, skills, and performance. BrightSpring may provide educational assistance for courses that are part of a degree, licensing, or certification program to all eligible employees who have completed a minimum of one (1) year continuous full-time employment *before class begin date*. Employees must be active, *hold full time employment status* and not be on a written warning to be eligible for reimbursement. A budget will be established annually and funds allocated to employees with a completed application on a first come, first served basis. Funds are limited and once depleted no further consideration will be given to applicants for the remainder of the calendar year.

The program defined in this policy is a reimbursement program, which means that employees must pay their own tuition before being reimbursed based on the paid receipt. Employees must complete the official BrightSpring “Tuition Reimbursement Application” and submit it for approval before they enroll in any course(s) to reserve funds. To receive reimbursement employees must submit the approved application, an official grade report, and the paid receipt for tuition from the school they attended. Additional details are provided below in the “Practice” section.

### Practice

- 1) Reimbursement provided to employees will be a maximum of \$4,000 per calendar year.  
*Employees will be required to repay all funds reimbursed if terminated within the twelve (12) months following completion of the course for which they received reimbursement.*
- 2) An employee who wishes to participate in the tuition reimbursement plan must complete most recently updated **Tuition Reimbursement Application** from the BrightSpring Intranet and submit to their immediate supervisor with a course plan (see application for details on acceptable documentation). Once approved, all documents should be forwarded to the BrightSpring Benefits department for fund allocation. This process must be completed **prior** to course enrollment to reserve funds. Failure to do so may result in denial of the reimbursement request if funds are not available.
- 3) The employee is responsible for submitting a Paid Receipt or an official account statement from the school verifying the amount of tuition paid for by the employee. The employee must also submit an Official Grade Report, or proof of licensure when applicable, verifying that the required grades have been achieved, as well as a copy of their approved application. These items must be submitted to the BrightSpring Benefits department within two (2) months of completing the course(s).
- 4) The Benefits department will complete the necessary check request and submit to the Resource Center Accounts Payable department for reimbursement. *Failure to include all documentation as outlined above with the initial request may delay processing of the reimbursement payment.*
- 5) Grade Requirements

- a) The employee must achieve at least a “C” grade for courses that are part of an undergraduate degree or certification program, when applicable.
  - b) The employee must achieve a “Pass” for courses that are part of an undergraduate degree or certification program when graded on a “pass/fail” basis.
  - c) The employee must achieve at least a “B” grade for courses that are part of a graduate degree program.
  - d) The employee must provide proof of licensure to be eligible for reimbursement for coursework and testing for a licensing program.
- 6) Employees who are terminated or resign during the semester will not receive tuition reimbursement for courses they have not completed at the time employment with BrightSpring terminates.
  - 7) Reserved funds may be rescinded if the employee receives a written warning or suspension during the calendar year. Reimbursement will still be paid for courses approved and completed **prior** to the warning or suspension.
  - 8) All courses must be part of a degree, licensing, or certification program. The employee must demonstrate that the program is related to their current job duties or a future position in the organization. *The employee’s immediate supervisor, in conjunction with the **Executive/Center/Project Director**, has the discretion to determine whether a course relates to an employee’s current and/or future position.* Further clarification can be obtained from the BrightSpring Benefits department.
  - 9) Reimbursement will only be paid to the extent other plans (veteran benefits, government grants, etc.) do not cover tuition. This program will not reimburse for non-job related tuition, cost of books, lab fees, parking, student fees, or related literature.
  - 10) The balance of the maximum reimbursement not reached during the calendar year will not be carried over to the next period. *Employees are required to reapply for funds annually to remain eligible to receive tuition reimbursement.*

While educational assistance is expected to enhance employees’ performance and professional abilities, BrightSpring Health Services cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increase