ENSIGN SERVICES

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 and Service Center/Cornet 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.

The Ensign Services Benefits Department administers the program for employees of Ensign-affiliated locations. If you have questions, you may contact the Benefits Team at:

> Email address: benefits@ensignservices.net
> Phone #:   (949) 540-1940

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: In order to receive reimbursement, the Ensign Affiliate employee should send the final grade(s), billing statement, book receipts, and the 2-page application, signed and completed by the employee and their ED/Manager within 60 days of course completion to: benefits@ensignservices.net and include their ED/Manager. Subject of the email should be**: Tuition Reimbursement – Name & ID#**
STEP 2: Ensign Services Benefit Department provides approval/denial notice to the employee via email within 4-6 business days upon receiving approval.
STEP 3: 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 <u>more than 60 days</u> after the course end date will need to be approved by the Executive Director. Please keep copies of all materials submitted for your records.