



## ***Ensign Affiliate Tuition Reimbursement Policy***

The Ensign Affiliate Tuition Reimbursement Program is available to active Ensign affiliate employees, both full-time and part-time, who have completed one year of employment by the course start date and have received satisfactory or higher marks in their most recent performance review. The Ensign-affiliated location at which the employee works must also be participating in this Program (affiliate employees should confirm participation with your Executive Director).

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.

The employee must submit their completed application to the Benefits Department at [benefits@ensignservices.net](mailto:benefits@ensignservices.net) within sixty (60) days of finishing the course(s). **Service Center** and **Cornet employees** must have their manager approve the application and amount requested after grades are posted for the course(s). **Ensign-affiliated employees** must have their Executive Director approve the application and amount requested grades are posted for the course(s).

The reimbursements are processed in conjunction with the Ensign Services Payroll Department and will be taxed. The processing time for reimbursements can vary depending on the number of applications received. While we strive to handle all requests promptly, please note that the timeline is flexible and may be adjusted as needed.

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