

Independent Living Services, Inc. & Creative Living, Inc. Tuition Reimbursement Policy

Because we value the professional and personal development of our employees, Independent Living Services, Inc. & Creative Living, Inc. has adopted the Tuition Reimbursement program for certain educational expenses. Our feeling is that a well-rounded education, even outside of the working environment, can enhance an employee's skill base and make them more valuable to the organization. The tuition reimbursement program will begin on May 1, 2021. Independent Living Services and Creative Living will not reimburse any tuition prior to May 1, 2021.

Initial Eligibility

Under this policy, educational assistance is provided to:

- All current employees who;
- Are employed at least two weeks prior to the beginning date of the course;
- Have been continuously employed by Independent Living Services or Creative Living throughout the coursework
- Are on payroll upon completion of the course.

Reimbursement Requirements

Employees who want to take advantage of this program must make a formal request for educational assistance by completing applicable paperwork provided by the supervisor, Human Resources Department or Executive Director. Application must be submitted anywhere from two weeks prior to the start of course work until two weeks after the start of the semester coursework for which he or she is requesting to be reimbursed.

The Executive Director must authorize any reimbursement. Reimbursement is contingent upon the successful completion of the approved course/courses with at least a grade of "C" or better. If the course is a "Pass/Fail," a "Pass" is acceptable.

Approved Educational Institutions

Approved educational institutions are defined as: accredited institution of higher education (community college/four-year college or university). Within this context, Independent Living Services and Creative Living reserves the exclusive right to decide whether an educational institution meets the definition.

Reimbursement Amount

The agency will provide reimbursement for tuition, including required course fees, for up to \$250.00 per semester/\$500.00 per calendar year. Reimbursement will be made at the end of the course after the employee provides an official transcript of grades received and proof of payment or account statement submitted.

The company will not provide any reimbursement if any of the following apply: an employee withdraws from all approved courses, if all approved courses are canceled, if grade of "D" or "F" received, if "incomplete status" is reflected or if the employee is no longer employed when the course is completed.

Application for Approval

To secure approval for the educational assistance provided per this policy, the employee must complete and return the applicable form to their supervisor, Human Resources or the Executive Director anywhere from two weeks prior to the start of course work until two weeks after the start of the semester coursework for which he or she is requesting to be reimbursed. If given to the supervisor or Human Resources, then the supervisor or Human Resources will then submit the form to the Executive Director.

How to Request Reimbursement

Upon successful completion of an approved course, the employee must submit a copy of the applicable form to the Human Resources Department. The employee should also provide an official transcript of grades received and proof of payment (or an official statement of their account). Acceptable examples of the latter include either a bursar's receipt or a copy of a canceled check (front and back) or an account statement issued by the school.

Eligibility:

- The recipient(s) must work at Independent Living Services or Creative Living.
- The employee(s) must have prior written approval from the Executive Director
- Completion of the course must be verified via transcript with a grade of "C" or better.
- If the course is a "Pass/Fail," a "Pass" is acceptable.
- Classes should be scheduled to not interfere with normally scheduled working hours.

Reimbursement will be Provided For:

- Tuition and/or applicable registration fees
- Books and supplies

Independent Living Services, Inc. & Creative Living, Inc. Tuition Reimbursement Request Form

Employee Name:		Date:											
Supervisor:		Employee Number:											
Name of Educational Institution:													
Course Title	Course Number	Credit Hours	Tuition & Fees										
_____	_____	_____	_____										
_____	_____	_____	_____										
Course Dates		Are Course(s) for Credit Leading to a Degree?											
From:	To:	<input type="checkbox"/> Yes <input type="checkbox"/> No											
Name of Diploma/Degree:		Major Field of Study:											
<p>I have read and understand the ILS & CLI Tuition Reimbursement Policy and agree to the terms of the policy. I understand that I am solely responsible for payment of taxes as a result of any reimbursement for education that may be found to be taxable. I also understand that I will be reimbursed up to \$250.00 per semester/\$500.00 per calendar year for tuition and book expenses upon submittal of proof of completion of courses, with the appropriate grades and with receipts.</p>													
Employee Signature:		Date:											
<p>REVIEW AND SIGNATURES:</p> <ul style="list-style-type: none"> • Executive Director will review, sign off and forward to HR even if NOT approved. • A copy will be given to the employee after approved or denied to inform them of the decision 													
<p>Approvals (Must be approved within two weeks of the start of the course):</p>													
Executive Director Signature:		Date:											
Approved <input type="checkbox"/>	Denied <input type="checkbox"/>	If denied, state reason:											
<p>Office Use Only:</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Required signatures</td> <td><input type="checkbox"/> Copy of tuition bill or account statement</td> </tr> <tr> <td><input type="checkbox"/> Original Submitted to Executive Director</td> <td><input type="checkbox"/> Copy of transcript or official grades</td> </tr> <tr> <td><input type="checkbox"/> Copy Given to Employee</td> <td><input type="checkbox"/> Reimbursement to employee</td> </tr> <tr> <td><input type="checkbox"/> Copy Given to Human Resources</td> <td>Date Reimbursed: _____</td> </tr> <tr> <td><input type="checkbox"/> Copy Given to Financial Director</td> <td>Amount Reimbursed: _____</td> </tr> </table>				<input type="checkbox"/> Required signatures	<input type="checkbox"/> Copy of tuition bill or account statement	<input type="checkbox"/> Original Submitted to Executive Director	<input type="checkbox"/> Copy of transcript or official grades	<input type="checkbox"/> Copy Given to Employee	<input type="checkbox"/> Reimbursement to employee	<input type="checkbox"/> Copy Given to Human Resources	Date Reimbursed: _____	<input type="checkbox"/> Copy Given to Financial Director	Amount Reimbursed: _____
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