



LIFE CENTERS OF KANSAS

Educational Assistance Policy:

Life Centers of Kansas believes in supporting and encouraging the individual growth and development of our employees. As an employee of Life Centers of Kansas, you may be eligible for reimbursement of fees associated with state or national licenses/certifications, tuition, and/or continuing education related to your area of employment with Life Centers of Kansas.

Life Centers of Kansas will reimburse an employee up to a maximum of \$2,500 per year for continuing education through an accredited program that either offers growth in an area related to their current position or that may lead to promotional opportunities. This education may include college credit courses, continuing education unit courses, and certification tests that are job-related.

An employee must secure a passing grade of "B" or its equivalent or obtain a certification to receive any reimbursement. Expenses must be validated by receipts and a copy of the final grade or certification received.

Depending on the length and value of these courses, the employee may be required to sign an employment agreement with Life Centers of Kansas. If employee leaves prior to completion of the agreed upon timeframe for continued employment after training, the employee will reimburse Life Centers of Kansas, LLC. the cost of the training.

Eligibility

Full-time, regular employees who have completed 1 year of employment are eligible under this policy.

Procedures

To receive reimbursement for educational expenses, employees should follow the procedures listed here:

- Prior to enrolling in an educational course, the employee must provide his or her manager with information about the course for which he or she would like to receive reimbursement and discuss the job-relatedness of the continuing education.
- An education reimbursement request form should be completed by the employee and approved by the Executive Director prior to beginning the educational course.
- A copy of the education reimbursement request form must be submitted to HR. The employee will maintain the original until he or she has completed the educational course.
- Once the course is successfully completed, the employee should resubmit the original education reimbursement request form with the reimbursement section filled out, including appropriate signatures, as well as receipts and evidence of a passing grade or certification attached.
- The HR department will coordinate the reimbursement with the finance department.

Any questions or comments related to this policy should be directed to the HR department.