

TodayCare Children's Centers Tuition Reimbursement Plan

TodayCare Children's Centers recognizes that education and training are vital to the development of our employees. To assist employees in their career growth, a tuition reimbursement program is available.

All full-time employees who have successfully completed their initial 90-day orientation period and are in good standing are eligible to apply for assistance under the Tuition Reimbursement Program. Graduate degree programs are not eligible. Courses must be taken at a regionally accredited college or university or authorized online training program and be directly related to the employee's position or enhance his/her future potential with TodayCare Children's Centers, as determined by the Center Director and President/COO. ("Full time" employees are those who work 30 or more hours per week).

Employees must be actively working and in good standing to receive tuition reimbursement. To be eligible for reimbursement, an employee must submit an application for course approval prior to registering for a class for which reimbursement will be requested. The application should be approved by the Center Director and forwarded to Judy Simpson for approval. Employees must then receive a grade of "C" or higher to be eligible for a tuition reimbursement. A request for reimbursement, supported by a copy of the tuition bill and a grade report must be submitted to the Director/Judy Simpson. Reimbursement will be based on the course grade received as defined in the schedule below. The student will be responsible for the following course expenses: application fees, books, materials, lab and other special college fees, etc.

Employees receiving approval for tuition reimbursement will be required to sign a "Tuition Reimbursement Agreement". This document defines the repayment schedule for individuals utilizing the tuition reimbursement program who terminate TCCC employment within a year of completing coursework. No tuition reimbursement will be made to a person who is not employed by TCCC at the time the course is completed.

Course(s) should be scheduled outside an employee's normal working hours. However, an employee may adjust his or her normal work hours with approval of their immediate supervisor. Meeting the staffing needs of the center will be paramount and take precedence over any adjusted work schedule requests.

We encourage employees to apply for TEACH grants where available. An employee may choose between TEACH and tuition reimbursement funds, but may not make use of both TEACH funds and tuition reimbursement funds during the same semester.

The amounts of tuition reimbursement described below pertain to full-time regular employees of TodayCare Children’s Centers.

1. **CDA**
All expenses for the CDA program through ProSolutions Training will be paid in full by TodayCare.
2. **For associate-level credit courses:**
Reimbursement for credit courses at the associate-degree level is limited to the actual tuition cost or to a maximum not to exceed the semester limit of \$600.
3. **For bachelor’s-level (junior and senior level) credit courses:**
Reimbursement for credit courses at the bachelor’s degree level is limited to the actual tuition cost or to a maximum not to exceed the semester limit of \$600.

Employees are NOT permitted to “audit” courses for tuition reimbursement.

To receive reimbursement, all tuition information must be received by the Center Director and approved by the Regional Manager within thirty days following the completed term. Reimbursements will be made directly to the associate.

Tuition reimbursements are not made for course expenses reimbursed through Veteran’s Assistance Programs, Scholarships, Fellowships, Grants, or other scholastic awards. The amount of such grants or awards should be listed on the Tuition Reimbursement Application.

Reimbursements are based on final grades in accordance with the following schedule:

<u>Grade</u>	<u>Percent Reimbursement</u>
A/B	100%
C	85%
Below C or Incomplete	No Reimbursement

Employees who leave TCCC within two (2) years of completing reimbursed course work will be required to repay the company.

Repayment of expenses will be deducted from your final paycheck. If the final check does not cover the outstanding expenses, the employee will be expected to write a check to cover the remaining balance.

Acknowledgement of TodayCare Children's Centers Tuition Reimbursement Plan

I, _____ understand TodayCare's Tuition Reimbursement
Print Name

Plan and acknowledge that I am responsible for reimbursing TodayCare according to the terms outlined in the above policy, for any tuition paid on my behalf by TodayCare should I leave the Company within one year of completing my coursework. Further, I agree that said reimbursement may be deducted from my final paycheck.

ACKNOWLEDGED BY:

Signature

Date

TODAYCARE CHILDREN'S CENTERS
TUITION REIMBURSEMENT REQUEST FORM

ELIGIBILITY:

- A. You must have completed your 90-day probationary period.
- B. You must be a fulltime employee working 30 hours or more per week.

INSTRUCTIONS;

- A. Please read the Tuition Reimbursement Policy before completing this form.
- B. Complete one form for each course.
- C. Submit the completed form to your immediate supervisor.
- D. Do not register for the course before you receive approval.
- E. Please print all information.

EMPLOYEE INFORMATION:

- A. Employee Name: _____
- B. Center: _____
- C. My new hire date is: (mm-dd-yyy) _____

COURSE INFORMATION;

- A. Full course title and number: _____
- B. Institution offering course _____
- C. Session: Spring ___ Summer ___ Fall ___ Other ___
- D. Inclusive dates of course: _____
- E. Total Course Credit Hours: _____
- F. Tuition Cost: _____
- G. Is this In-State Tuition: Yes ___ No ___
- H. Will this course maintain or improve the employee's skills in his/her current Position? Yes ___ No ___
- I. Is this course part of a job-related degree program? Yes ___ No ___

I have read and understand the Tuition Reimbursement Policy and understand its terms and my Responsibilities and acknowledge that I am responsible for reimbursing TodayCare according to The terms outlined in the policy, for any tuition paid on my behalf by TodayCare if I should leave The Company within one year of completing my coursework. Further, I agree that said reimbursement May be deducted from my paychecks.

Employee Signature

Date