

Prairie Senior Cottages

Connecting ♦ Caring ♦ Creating



TUITION REIMBURSEMENT PROGRAM

Prairie Senior Cottages, at our leadership team's discretion, reimburses for related expenses for certificate or degree programs. 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. Employees interested in participating in this education assistance program must complete the

Request for Employee Tuition Reimbursement Form prior to the commencement of any coursework for which the employee desires to be reimbursed.

Leadership must approve the reimbursement (in his or her sole discretion) and the employee may be reimbursed for only approved degree or certificate programs. Initial approval of a course of study does not obligate the company to future/continued approval of courses in that course of study. Approvals are only valid for the course and semester given.

Decision Criteria

- Course and its relevance to the employee's current or future potential position.
- Potential of continued employment with the organization.
- Length of service with PSC and ability for the company to afford tuition reimbursement.
- Statement from the candidate regarding purpose, intentions, and personal commitment.

If approved, the following apply.

- Course work must meet requirements for a certificate, associate, bachelor's or master's degree from an accredited university.
- Completion of course must be verified with a grade of "B" or better, or a "Pass" in the case of a non-graded course. Failure to satisfy the minimum passing grade will result in denial of payment or reimbursement of monies to the institution for the applicable course(s).
- Employment must be for a minimum of one consecutive year and not on probationary status.
- An employee will not receive tuition reimbursement if employment is terminated prior to completion of an approved course.
- Classes should be scheduled as is feasible to not interfere with normally scheduled working hours. If approved coursework is only available during the employee's work hours, a schedule of proportional compensatory time may be arranged (in the sole discretion of Prairie Senior Cottages), provided normal services of the employing department are not disrupted or impaired.

Application Process

The employee should complete the Request for Tuition Reimbursement Form 30 days prior to each course the employee wants to take in conjunction with this program. Leadership must approve the request. When completed, the Request for Tuition Reimbursement Form is submitted to the Human Resource Department for processing.

Please see the Request for Tuition Reimbursement Form for full details on the program.

"Everyone here is someone's hero"