

Policy No.: 500.20

Title: Tuition Reimbursement Program

Objective: Nixon Medical offers a Tuition reimbursement program to encourage Associates in further developing themselves which is directly aligned with the Company's core purpose; to grow and create opportunities that enrich each other's lives.

Scope: This policy applies to all regular, full-time, Associates of Nixon Medical.

Policy:

1. Nixon Medical provides tuition reimbursement for courses approved by departmental and Human Resources management. This benefit is intended to encourage and assist Associates in increasing their effectiveness in their current position or preparing them for possible promotional or lateral opportunities.
2. Eligibility – regular, full-time, Associates who meet or exceed the performance expectations of their current position are eligible to apply for tuition reimbursement after satisfying an initial eligibility period of six (6) months of continuous employment.
3. Coverage – reimbursement will be provided for the following:
 - a. Certification and Work-Related Training: cost of approved work-related certifications and training programs.
 - b. Language Skills Development: cost of English or Spanish as a Second Language (ESL/SSL) courses.
 - c. Adult Basic Education (ABE) Classes: financial assistance for Associates pursuing Adult Basic Education (ABE) classes necessary to earn a high school diploma or a General Educational Development (GED) certificate.
 - d. Associate's, Bachelor's, and Master's Degrees: financial assistance for Associates pursuing an Associate or Bachelor's Degree from an accredited institution in a field related to their current position or a position related to the Associate's Nixon Medical career progression.

Procedure:

1. Prior to taking the course/classes, an Associate must complete the tuition reimbursement pre-authorization form. The form must be signed by their immediate manager and HR Director.
2. When an approved course has been completed, the Associate must submit a copy of a certificate, a transcript or grade slip, or other documentation deemed appropriate by Human Resources, to Human Resources within 45 days of completion of the course.

Reimbursement Model for Approved Courses:

1. All reimbursement requests must be received within 45 days of the course end date. Reimbursement for tuition only, of approved courses will be determined based on the grade earned up to a maximum of \$5,000 in any one calendar year:

<u>GRADE</u>	<u>% REIMBURSED</u>
A	100%
B	100%
C	50%
PASS – if pass/fail	100%

2. The Associate must be employed by Nixon Medical at both the start and completion of the course(s). They must also be in good standing with performance that meets or exceeds the performance expectations of their current position at the time of reimbursement.

If an Associate resigns or is terminated while enrolled in the course/program, the Associate is not entitled to reimbursement.

Associates must agree in writing to repay Nixon Medical 100% if they terminate employment within one (1) year from the date of reimbursement. If an Associate does not repay any amounts due as indicated above on or before the last day of employment, any such amounts will be deducted from the Associate's final paycheck or from any other amounts payable to the Associate upon or following termination of employment, including but not limited to PTO, incentive compensation or bonus payments.

3. Nixon Medical will not reimburse any amounts already reimbursed by any financial assistance, scholarship, or any other financial benefit derived from public or private programs.
4. Reimbursement will be made within 30 days of request and proper submission of the required documents outlined above.

Nixon Medical reserves the right to review and revise this policy as needed to align with business goals and industry best practices.

Tuition Reimbursement Pre-Authorization Form

Nixon Medical encourages Associates to continue their education by providing a tuition reimbursement program. The Company may reimburse Associates up to the maximum allowable of \$5,000 per year. For more information, please read the Tuition Reimbursement Program Policy (500.20).

1. Eligibility requirements: regular, full-time, Associates who meet or exceed the performance expectations of their current position and have satisfied an initial eligibility period of six (6) months of continuous employment. The request for reimbursement must be completed **in advance** of the start of the course.
2. Once eligibility is met, complete Section I of this form. Submit the request to your immediate manager and the HR Director for approval. Once the approvals have been obtained, submit this form to your HR Business Partner. A copy will be retained in Human Resources until the course has been completed.
3. When an approved course has been completed, the Associate must submit a copy of a certificate, a transcript or grade slip, or other documentation deemed appropriate by Human Resources, to Human Resources within 45 days of completion of the course. Reimbursement will be made within 30 days of request and proper submission of the required documents outlined above.

Please describe below how this education will further your growth with Nixon Medical.

SECTION I – COMPLETE IN ADVANCE OF THE START OF THE COURSE

Associate Name: _____
Date of Request: _____
Course: _____
Tuition Amount: _____

Approved By:

Immediate Manager Signature

Date

HR Director Signature

Date