SCOPE
This policy applies to all Centura Health facilities, practices, entities, and services ("Centura") and all Centura associates.

PURPOSE
To define educational reimbursement opportunities for career development.

STATEMENT OF POLICY
Centura recognizes that an associate’s continued professional development is essential to the continued success of Centura and its associates. To that end, Centura supports life-long learning in a variety of ways.

PROCEDURE
Educational opportunities vary among facilities. Associates should check with their department manager, Human Resources, or Education Department for availability and specific guidelines.

Educational offerings and opportunities might include the following:
1. Tuition/education assistance
2. Providerships to help obtain credit toward professional certifications and licenses
3. Classes offered internally by local facilities
4. Community education classes and symposiums
5. Leadership development classes

Tuition/Education Assistance
Centura recognizes that an associate’s continued professional development is essential to the continued success of Centura and the associate and wants to invest in that development. Centura will reimburse associates for a portion of tuition, books, and fees for approved course work that is related to the associate’s career or is applicable to employment with Centura. Budgetary restrictions may limit the amount of reimbursement available.

Eligibility
1. Full-time and part-time associates (working at least 40 hours a pay period) are eligible for education assistance following six (6) months of employment. Full-time associates who are approved for education assistance, then change to part-time status before the course completion date will continue to be reimbursed based on the full-time maximum annual reimbursement schedule for that course/semester.
2. Part-time associates who are approved for education assistance, then change to full-time status before the course completion date will continue to be reimbursed based on the part-time maximum annual reimbursement schedule for that course/semester.
3. Full- or part-time associates who are approved for education assistance, then voluntarily change to a non-benefited status, such as PRN, before the course completion date are not eligible for education reimbursement upon course completion.
4. Full- or part-time associates who are approved for education assistance, then terminate employment, either voluntary or involuntary, before the course completion date are not eligible for education reimbursement upon course completion.
   a. Exception: Associates approved for education assistance, then laid off by the organization after the course start date, will be reimbursed at course completion based on the maximum annual reimbursement for their employment status at the time of education approval.

**Covered Schools and Courses**
All coursework, seminars, and certificates must be related to the associate’s current or future career goals and is applicable to employment with Centura, including degree programs (must attach a degree curriculum) and certifications.

**Covered Expenses**
Course tuition, test fees, books, and lab fees are covered expenses. Course fees associated with obtaining or maintaining a certification may be covered.

**Excluded Expenses**
Examples of excluded expenses include transportation, parking fees, membership fees, lodging, and tools and supplies purchased for the course. Reimbursement applies only to that portion of the tuition or test fee not covered by other payment sources (i.e., scholarships, grants, veteran’s benefits, etc.).

**Process**
*Pre-Approval:* Associates seeking education or certification assistance should complete an Education Assistance Application and forward it to their manager prior to the beginning of the course. Once approved by the manager, the original application will then be forwarded to Human Resources for their approval. Human Resources will then approve or deny the application based on the financial resources, appropriateness of the certification or education program, and the associate’s status. Once approved by Human Resources, the associate will be notified via a letter to home and/or e-mail in order to verify approval or denial of the application. Approval for reimbursement for one time period does not indicate approval for other periods. **Applications received by the manager and/or Human Resources after the course start date will be denied.**

*Course Changes:* If, after approval of education assistance, any approved course is changed (i.e., drop/add), the associate must notify Human Resources of the course being dropped and the course added since approval is independently granted for each course.

*Reimbursement:* Within sixty (60) days after course completion, the associate must submit a transcript or grade report indicating successful completion of the course(s) with a grade “C” or better and a receipt showing payment of educational expenses to Human Resources. There may be instances where a proof of attendance at a course(s) will also be required. The amount of reimbursement will be determined at the time the associate submits their grades and a paid receipt. The associate must submit a receipt to receive reimbursement. Education reimbursement will be processed with the next possible payroll (based on payroll deadlines). Tuition checks are distributed with paychecks. Payment is credited in the year in which the reimbursement is paid to the associate and may be taxable based on current IRS regulations. Maximum annual reimbursement is based on a calendar year as follows:

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*All official Centura Health policies are maintained electronically and are subject to change. No printed policy should be taken as the official policy except to the extent it is consistent with the current policy that is electronically maintained.*
### Definitions

**N/A**

### References and Sources of Evidence

**N/A**

### Policy Violation

Any Centura associate who fails to abide by this policy may be subject to denial of request.

### Review/Approval Summary

**Review/Revision Dates:** 04/02/2011, 05/31/2012  
(Dates in parentheses include review but no revision)

**Approval Body(ies):** Senior Executive Council  
**Approval Date:** 08/29/2012

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<tr>
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<th>Full-Time</th>
<th>Part-Time</th>
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<tr>
<td>Grade of C or higher = 100%</td>
<td>Up to $3,000*</td>
<td>Up to $1,500*</td>
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<tr>
<td>Passing in a Pass/Fail course = 100%</td>
<td>Up to $3,000*</td>
<td>Up to $1,500*</td>
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<tr>
<td>Grade below C – No reimbursement</td>
<td>$0</td>
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*Maximum reimbursement is subject to each facility’s budget. Check with local HR department.*

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Associate Policies – Educational Reimbursement  
Page 3 of 3