

# Educational Assistance Program



# Pro Vita Care Management Inc. Educational Assistance Program

## **INTRODUCTION**

In its commitment to advancing knowledge, Pro Vita Care Management Inc. provides the Educational Assistance benefit to help regular, full- and part-time employees (those working over 25 hours on average a week) reach their educational and career goals. The Educational Assistance benefit may be used for university/college credit course work.

## **ELIGIBILITY**

### **Who Is Eligible?**

The Educational Assistance Program is available to all regular, full-time or part-time (working an average of 25 hours per week) employees who have received a meets expectations or above on their last review.

### **When Eligibility Begins**

Educational Assistance benefits are available the first day of the month after accrual of 12 FTE (Full-Time Equivalent) service months. Eligible employees must be actively working at the time of application and when their program begins in order to qualify for tuition reimbursement payment.

### **Eligible Types of Courses**

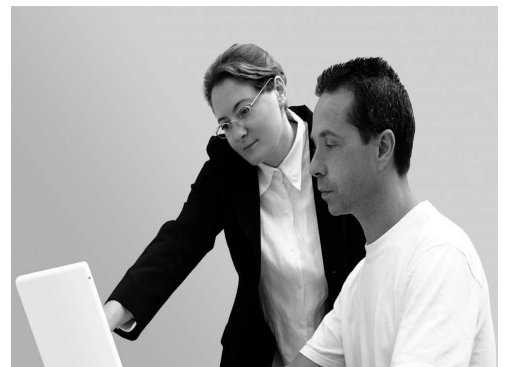
- Degree/Diploma-related courses as part of a degree/diploma-granting program, or a requirement for a class in a degree-granting program;
- Job-related courses regarding current work or preparing for a higher-level Pro Vita Care Management Inc. position.

### **Courses Not Eligible for Benefit Coverage**

- Courses designed as a preparation for an exam.
- Conferences.

### **Fees, Costs and Charges Not Reimbursed**

Other costs, such as the lab fees, online surcharges or fees, books, student taxes, mileage, late fees, and parking are not eligible for reimbursement.



## **Application Process**

To apply for reimbursement, the employee must:

- Complete the attached application and obtain an initial recommendation from their manager.
- Approved applications will be sent to Human Resources for final approval. Applications must be sent to Victoria Atkinson in **Human Resources by July 15<sup>th</sup>**. Applications received after July 15<sup>th</sup> will not be considered and applicants must apply again for the next year.

### **Selection Process**

- All applications will be reviewed by the Educational Assistance Committee.
- Employees who have been awarded financial assistance will be notified by **July 30<sup>th</sup>**
- Candidates who have not been successful will also be notified via letter.

**Note:** *Candidates who receive funding for their post-secondary education must remain with Pro Vita Care Management Inc. for 3 years after the final tuition amount is reimbursed.*

### **Payment Process**

All successful applicants will be given a loan at the beginning of the semester to cover the costs that have been preapproved. This will be given in the form of a cheque. A set amount to pay back the loan will be deducted from the employees pay cheque over the period of the loan. At the end of each semester, the facility manager will request proof of successful course completion (a grade of 2.0 or better) from the employee. When successful course completion is confirmed, the tuition waiver is processed and the full amount of the approved tuition will be paid back to the employee.

The loan amount will remain as a debit on the employees pay stub until the courses have been completed and the employee has fulfilled their commitment to work for 3 years after the final payment is made.

### **Unsuccessful Credit Course Completion**

If an employee receives a grade below 2.0, the employee must pay back Pro Vita Care Management Inc. for all amounts of the educational assistance loan that Pro Vita Care Management Inc. has paid. This is normally done through a payroll deduction.

### **Incomplete/Withdrawal Courses**

If an employee receives an incomplete or withdraws from an approved Pro Vita Care Management Inc. course. The employee must pay back Pro Vita Care Management Inc. for all amounts of the educational assistance loan. This is normally done through payroll deduction.

### **Out-of-Province Fees**

Under this program, Pro Vita Care Management Inc. will not pay out-of-province programs/degrees.

