

WOODHAVEN PROCEDURES

Procedure No. 4-10-40
Replaces Procedure No. 1-10-2

Issued: 11-15-93
Revised: 12-12-24
Reviewed: 12-12-24

SUBJECT: Tuition Assistance Program

PURPOSE: To encourage employees to continue their education toward an associate's or bachelor's degree and to carry out the mandate of Leadership Policy No. 1

Woodhaven encourages employees to continue their education toward a bachelor's or associate's degree. The CEO, COO, or CFO will determine the availability of funds based on interest in the program and other budgetary needs.

Available funds will be authorized for tuition assistance as per the Memorandum of Understanding (MOU).

CRITERIA FOR ELIGIBILITY FOR SCHOLARSHIP FUNDS

1. Further education is necessary to maintain current position at Woodhaven, or
2. Further education is necessary to advance to a more responsible position at Woodhaven and there is a real expectation that the candidate would otherwise be eligible for promotion.
3. The candidate has worked at Woodhaven for at least one year and performance has been evaluated as a high performer.
4. The candidate has exhibited responsible, ethical behavior throughout his/her employment at Woodhaven.
5. The candidate is willing to sign an agreement or MOU concerning future work if given tuition assistance.
6. Educational Curriculum pursued will benefit both Woodhaven and individuals supported, specifically specialty areas such as medical, business, Human Services, Behavioral Services, etc.

SELECTION PROCESS

1. The candidate completes an application (attached to this policy) or proposal.

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2. The application is submitted to the HR Director
3. If eligible, references and a supervisory recommendation will be obtained by the HR Director in order to advance in the selection process
4. An in-person interview will be held with the candidate and the corresponding member of the C-Suite who leads the department in which the candidate works.
5. Any further information relative to the selection process will be requested of the candidate.
6. The interviewing member of the C-Suite will present the candidate's application to the other members of the C-Suite, and the group will vote collectively on the candidate's application. This decision will be final.
7. Should a candidate's application be denied, the candidate may re-apply for the program after a 12 month period from the time they submitted their previous application
8. If approved for tuition assistance, the employee and/or the employer have the right to discontinue the assistance.

Repayment Policy

- Employees who voluntarily leave the organization or are terminated for cause during a term and have completed more or less than half the term will repay the full or prorated amount of the assistance received.
- Repayment will be collected through payroll deductions or other arrangements made with Human Resources.

Revocation of Tuition Assistance

Tuition assistance may be revoked under the following circumstances:

1. Disciplinary Actions:
 - If an employee is subject to disciplinary action, including but not limited to written warnings, suspensions, or other corrective measures, the organization reserves the right to revoke or suspend tuition assistance benefits.
2. Misconduct:
 - Any employee found to be in violation of company policies, including but not limited to those related to ethics, workplace behavior, or performance standards, may have their tuition assistance immediately revoked.
 - In cases of gross misconduct or termination for cause, the employee may be required to repay any tuition assistance already provided, as determined by the CEO or designee.

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3. Failure to Meet Performance Standards:
 - Employees who fail to maintain acceptable performance levels in their job may have their tuition assistance suspended or revoked. This decision will be made at the discretion of the CEO or designee.
4. Notification and Repayment:
 - In the event that tuition assistance is revoked, the employee will be notified in writing. If repayment is required, the employee will be responsible for repaying the amount already provided with in [X] days, either through payroll deductions or another agreed-upon method.
5. Appeal Process:
 - Employees may appeal the revocation of tuition assistance by submitting a written appeal to the CEO or designee within [X] days of notification. The final decision will be made by the CEO and will be communicated to the employee within [X] days.

Approved by: _____
Human Resource Director

Date: _____

Attachments: Application for Tuition Reimbursement
Tuition Assistance Agreement

TUITION ASSISTANCE PROGRAM AGREEMENT

It is mutually agreed that Woodhaven, the employer, and _____,
the employee, enter into a tuition assistance program that will be of mutual benefit.

Woodhaven agrees to provide tuition assistance for _____
subject to the conditions below:

1. Maintain a GPA of 2.75 or better and meet all conditions of the MOU.
2. Provide proposal of coursework approved by CEO, COO or CFO of Woodhaven in advance. Attach proposed course work dates, estimated costs, etc.
3. Continue in the employment of Woodhaven as per MOU.
4. Tuition will be provided directly to the institution as outlined in the MOU.
5. A passing grade is required following each semester for tuition assistance to continue.

Signed: _____ Date: _____
Employee

Signed: _____ Date: _____
Chief Executive Officer

Attachment to Procedure No. 4-10-40

APPLICATION TO WOODHAVEN FOR TUITION ASSISTANCE

Name: _____

Permanent Address: _____

Telephone where you can be reached: _____

Hire Date at Woodhaven: _____

Positions held at Woodhaven: _____

Education:

High School Graduation Date: _____

College: Dates: _____

Address: _____ (submit transcript)

Why I want to return to school: _____

Why I need financial assistance: _____

What my goals are for my education: _____

What will your degree or certification be in?: _____

Have you requested assistance from the college you want to attend? _____

How will it benefit you? _____

How will it benefit Woodhaven? _____

Did you have any other sources of assistance with education expenses? _____

Applicant's Signature: _____ Date: _____