

## **Education Bonus Procedures**

The Laureate Group and its managed companies have established an Education Bonus for eligible employees enrolled in or pursuing a career in nursing by studying job-related subjects at an accredited educational institution.

### **Reimbursement Level:**

The Plan provides employees with reimbursement of up to \$1.50 per hour worked per the semester (max of 7 pay periods or 14 weeks) for courses in post-secondary, trade schools, colleges, universities and other educational institutions approved by the Laureate Group Human Resources Department. The maximum level of bonus will be \$500 for any semester.

### **Acceptable Courses:**

Each request will be considered on a course by course basis, and its relationship to our business and industry. A course will be approved if, in our opinion, completion of the course will advance our interests and it meets one or more of the following requirements:

1. It will improve an employee's effectiveness in their present job.
2. It will help an employee qualify for advancement within the company.
3. It will increase an employee's knowledge base within our business and industry.

### **Eligibility Requirements:**

1. An employee must have successfully completed their introductory period of employment and be in an active status at the time of application, throughout the time in which the course is taken.
2. Employed at the time the bonus is paid.
3. Work a minimum of 200 hours in the semester for which you are requesting the bonus.
4. Be in good standing, meaning any unsatisfactory performance which results in a discipline, the bonus may be forfeited.
5. Provide proof of completion at the end of the semester.
6. Any exceptions to these requirements must be in writing and approved by the Chief Executive Officer.

### **Application Procedures:**

Employees interested in participating in this benefit must complete an Education Bonus Application and submit it to their supervisor. The immediate supervisor and company Executive Director must approve the application. The approval must be obtained before the course begins. Forms are available through the office of your company.

### **How to Request Reimbursement:**

After you have completed the course, obtain an Education Bonus Payout form from your company office. Submit the completed form with supporting information to your supervisor. Your immediate supervisor and company Executive Director must approve the request for reimbursement.

*The Laureate Group reserves the right to add, delete and/or modify any provisions of this plan at any time.*