

200.049 Tuition Assistance Policy-Pearson

Initial: 10/14/2022

Page 1 of 2

Revised: N/A

Scope: This policy applies to Little Spurs Pediatric Urgent Care, PLLC and Lone Star Urgent Care Managers, LLC herein referred to as “the Company,” including all entities owned or managed by either company.

Purpose: The purpose of this policy is to establish guidelines and parameters to eligible employees who wish to take advantage of the Pearson Accelerated Pathways Benefit.

Policy: Eligible employees may pursue a degree or take individual courses from Pearson Accelerated Pathways Benefit, provided the course of study is related to the employee’s current position or a probable future assignment and the Company approves the course(s). Eligible employees in pursuit of job-related college credit towards an Associate’s or bachelor’s degree will do so on a voluntary basis, and within the parameters set forth by the Company and in association with Pearson Education.

Procedure:

1. Eligible employees include:
 - a. Full-time, regular Clinic Managers that have completed three months of employment are eligible under this policy.
2. Clinic Managers will receive up to a \$3,000 annual benefit limit, with a lifetime cap of \$12,000.
 - a. Benefit calendar will run January-December
3. Eligible employees hired on or before June 30 will receive the full benefit amount. Employees hired after June 30 will receive half of their benefit amount for the calendar year and the full benefit amount beginning in the next calendar year
 - a. The calendar year in which the course ends is the year which the course is counted against the annual cap
4. Degrees or courses of study that offers growth in an area related to the Clinic Manager’s current position or that may lead to promotional opportunities the area related to his/her current role WILL be covered. Covered courses, classes and materials include:
 - a. Tuition towards Company approved college credit courses
 - b. Books and materials associated with approved course
 - c. Lifelong Experience Credits/PLA’s- Tests used to document knowledge for the purpose of granting credit toward an approved degree or study program
 - d. Prior Learning Assessments (PLA’s)
 - i. CLEP, ACE, DANTES and portfolio preparation courses.
5. Degrees or courses of study in areas that are unrelated to your current job or established internal career goals WILL NOT be covered. Other not covered courses, classes and materials include:
 - a. CEU’s
 - b. Audited Classes
 - c. Prep Courses of Exams
 - d. Certificates or Certifications
 - e. Additional fee’s
 - f. Duplicate courses
 - i. A given course will be paid for the first time
6. Employees must submit all tuition applications by the course start date and receive pre-approval from the program administrator prior to taking courses
 - a. An application may be submitted up to 90 days prior to the course start date
 - b. Maximum term date is 1 semester
7. The official grade record and itemized receipts documenting all of the expenses should be provided to the Human Resources Department within 30 days of course completion.
8. Grade requirements for passing should be equivalent to a “C” or higher to be considered a passing grade
9. Employees must repay tuition amounts for courses:
 - a. With a failing grade

200.049 Tuition Assistance Policy-Pearson

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Page 2 of 2

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- b. Without a grade (considered unsuccessfully completed until passing grade is received)
 - c. With an original grade of Incomplete (I) that is not replaced with a satisfactory grade on an official grade report by the end of the following semester
 - d. Withdrawn (W) or dropped outside of the drop/add period at the school
 - e. Taken while the employee is on a leave of absence or short-term disability at any time between the course start and end dates
10. Employees who fail to complete courses successfully will be suspended from program participation and must fully repay all prepaid tuition costs associated with course(s) within one year of the course end date.
- a. Full course eligibility will only be renewed once all course(s) having a balance owed are paid in full or have a passing grade posted

Training: Administrative Management and Leadership will be trained upon hire or as needed.

References: N/A