STUDENT LOAN REIMBURSEMENT PROGRAM -- OVERVIEW --

WHO IS ELIGIBLE:
- RNs: Loans for RN or BSN education
- AITs: Loans for Long Term Care Administrator education
- Nursing Home Administrators: Loans for Long Term Care Administrator education
- Hospice Team Directors: Loans for relevant education
- Other programs approved by Home Office management

REIMBURSEMENT AMOUNTS:

**NURSES**
- REIMBURSEMENT: up to $3,000 (paid over 26 pay periods)

**ADONs, DONs, AITs, ADMINISTRATORS, TEAM DIRECTORS, OTHER**
- REIMBURSEMENT: up to $5,000 (paid over 26 pay periods)

Payments are made until either the loan balance is paid in full or the Reimbursement Amount is reached, whichever occurs first.

ELIGIBILITY REQUIREMENTS
- Program applicants may be either part-time or full-time status.
- Program applicants must be employed by Care Initiatives for at least three consecutive months.
- Program applicants must:
  - provide proof of outstanding student loan for the appropriate education AND
  - provide supporting documentation to verify loan eligibility (for example, transcript or diploma).
- Program applicants’ most recent performance evaluation must be satisfactory or above.
- Program applicants with less than one year of employment must have a performance evaluation completed at the time of application to the program and it must be rated at satisfactory or above.
- Program applicants with less than one year of employment must not have any corrective actions.

PROGRAM REQUIREMENTS
- Participants must remain in good standing and continue to receive satisfactory or above performance evaluations.
- Participants who change their status to casual for any reason are no longer eligible for the program reimbursements.

POST PROGRAM REQUIREMENTS
- After completion of the program participants are required to work full-time or part-time for a minimum of two years.

**FOR MORE INFORMATION, CONTACT:**

Mary Stoltenberg, HR Manager
(515) 224-7234, ext. 1254 or mstoltenberg@careinitiatives.org