



November 26, 2012

TO: All Team Members

RE: Elevate! Program

Our shared goal is to make a difference in and add to the quality of life of others. I hope you are a member of our team because you share that value.

We are excited to start on the Elevate! Program.

Elevate! is a scholarship program designed to provide you with further career opportunities.

We have formed alliances with multiple education programs and institutions that you might find of value.

The program is at its heart very simple: provide scholarship loans to our team members so they can obtain more skills to further themselves and their families in life.

We are somewhat copying the armed forces: the scholarship loan "burns off" while you work for the communities. If you leave our employment, then you do have to repay it with interest for any portion that is not "burned off".

The company benefits from this program by: 1, attracting and retaining smarter, more focused employees; and 2, improving the skill sets of our staff - thereby improving the services offered to our residents.

As we start this program, the educational courses are mainly focused in 3 areas: 1, Nursing services; 2, Maintenance technical services; and 3, Dietary services. We will be expanding the offerings as we find more educational growth opportunities.

We hope that Elevate! will allow folks who join us to grow in their careers (in skills - and in the higher pay that more skills bring). We hope, in particular, that sole bread winner parents are able to use this program to pull themselves up and improve their family's situation.

Attached is some information on this program. See your Business Office Manager for questions or for details on the educational programs already offered.

A handwritten signature in blue ink that reads "Donald O. Thompson, Jr." in a cursive script.

Donald O. Thompson, Jr.

# ELEVATE

Senior Living Communities' purpose is to make a difference in and add quality to the lives of others. This purpose encompasses not only individuals that live in our retirement communities, but also our team members who serve them. No matter what role a team member inhabits, they collectively form the core that cares for our Members twenty-four hours a day.

As a Company, we want to provide opportunities to team members that allow them to build on their experiences and further their education. We want to see our team members grow professionally, while working at a higher capacity for us. In doing this, we create opportunities for individuals to move to other organizations and further their careers. We champion and celebrate this because we know we've received outstanding effort and excellent work while they were growing with us.

## EXTERNAL AND INTERNAL PROGRAMS

Currently, we have cultivated relationships with high schools, technical colleges, community colleges, and state colleges in an effort to recruit talented individuals. For example, a Director of Nursing conducts monthly "Learn @ Lunch" presentations at the local school on the benefits of employment with the community. We also have success by setting up a recruitment table on testing day designed to educate CNA students about current employment opportunities at our communities.

Senior Living Communities offers a training program for CNAs called Track to Success. It is a two-part program that trains new CNAs on person-centered care, dementia, programming, dining and facilities. In the first segment of the program, a CNA gets a true overview of what it takes to operate a community. The second facet of the program is a CNA Career Pathway that offers additional training on ADLs, care initiatives, focused dementia training, as well as leadership training. It is a three-level curriculum designed to expand one's knowledge base and build confidence in one's abilities.

## ELEVATE DOLLARS

Senior Living Communities accepts applications for individuals interested in seeking higher learning at an accredited institution. Advanced approval is required before any funds will be awarded to the team members. Programs must be from the Company's pre-approved course roster, as well as pre-approved roster of institutions. If you have a program that is not on the approved roster, ask, as we want to find the best opportunities for our team.

Full-time team members that have worked greater than 90 days are eligible for this program. The goal of the program is to elevate skills directly applicable to current position with the company. That means a course in skills that are not directly applicable skills (say basket weaving) will not be approved.

All applicants must provide the following information / documentation with the Elevate Application:

- Completed application.
- Co-signer of personal note.
- Program Description and expected date of graduation.

## PAYMENT AND PAYBACK SCHEDULE:

The company will advance or pay up to \$2,500 per year.

This amount is structured as a loan to the team member.

The team member signs a Note Payable for the loan.

The Note Payable must be co-signed by a 3rd party who owns real estate in the state.

The Note Payable does not require interest while the team member is employed by the community.

The loan is paid back by a monthly reduction of the balance of \$200 for every month that the team member works at the community once the loan is issued. **There is no cash required from the team member to pay this \$200 nor any payroll deduction.** The balance of the Note Payable simply reduces by \$200 each month the team member continues to work for the community.

If the team member no longer works at the community, interest starts immediately at 8.0% on the then remaining balance. Monthly cash payments are then required from the former team member of \$150 per month in principal plus interest until repaid (we structured this to be about \$1 per work hour of a week so that repayment should not be a burden on the former team member).

If the team member no longer works at the community, and fails to pay on time, then the default interest rate is 15.0%. Also, collection costs are added to the amount due back (i.e.: lawyer and court fees to collect). The collection process would also be started on the note co-signer too. We would hope and assume that no one would choose not to repay this investment in them. (Note: In the Armed forces, the US government just puts you in Leavenworth Prison when you do not repay them their education payments by completing your work requirements).

## USES OF ELEVATE DOLLARS:

The Elevate Dollars scholarship loan may be used for: tuition costs, books, lab fees, and testing. Some travel may also be included for specific courses which require distant travel for purposes of completion (this would be very rare).

The Elevate Dollars money is expected to be paid directly to the institution. It can also be reimbursed to you upon receipt by the company of a paid receipt.

## EXAMPLES:

The examples below are to illustrate several possible outcomes to show how the program works:

Example 1: Erica is awarded Elevate Dollars in the amount of \$1,200. Erica starts the program in August of 2012 works for 6 months (February 2012) while she completes the 3-month program. Erica has paid her loan off through continued employment and does not owe the Company any money.

Example 2: Erica is awarded Elevate Dollars in the amount of \$1,200. Erica starts the program in August of 2012. Erica is fired 2 months after starting the program (October 2012). Erica is responsible for repaying \$800. She must re-pay this money, plus interest at 8.0% APR in monthly payments. Therefore starting in November, Erica would owe \$150 towards principal, plus interest, each month. (The amount Erica would owe in November in this example is \$155.34 - consisting of \$150 principal and \$5.34 of interest). Erica would continue to pay the \$150 plus a smaller amount of interest, each month, until the \$800 was paid off.

Example 3: Erica is awarded Elevate Dollars in the amount of \$1,200. Erica starts the program in August of 2012. Erica resigns 4 months later (December 2012). Erica is responsible for repaying \$400. She must re-pay this money, plus interest at 8.0% APR in monthly payments. Erica would start repaying the loan in January with \$150 plus interest of \$2.67. Erica would then pay \$150 in February plus interest of \$1.82. Erica would complete paying the loan off in March with a final principal payment of \$100 plus \$0.80 in interest.

Example 4: Erica is awarded Elevate Dollars in the amount of \$1,200. Erica starts the program in August of 2012. Erica so to speak – “takes the money and runs” i.e.: she quits 5 minutes after the money is paid to the institution. Erica is responsible for repaying the \$1,200. She must repay this money, plus interest at 8.0% APR in monthly payments. The 1st monthly payment would be due in September. The September payment would be \$150 plus interest of \$8.00. Should Erica continue on her irresponsible behavior and not pay the monthly payments as she agreed - then the interest rate would become 15.0% APR. And the company would begin legal proceedings to collect on Erica and on the Note co-signer. The additional legal costs incurred would also be due from Erica and / or the Note co-signer. Of course, no one wants to see this happen, but there are some bad apples unfortunately.

AND THE BEST AND OUR FAVORITE Example 5: Erica is awarded Elevate Dollars in the amount of \$1,200. Erica starts the program in August of 2012 and works while she completes the 3-month program. Erica increases her skills and moves to a new job position in the community. During the next 3 months (it is now February) Erica has paid her 1st loan off through continued employment and does not owe the Company any money.

# ELEVATE

## APPLICATION

Team Member Name: \_\_\_\_\_

Team Member Address: \_\_\_\_\_

City / State / ZIP: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Educational Institution: \_\_\_\_\_ (Name of Institution)

Certification/Degree Seeking: \_\_\_\_\_

CNA

LPN or RN

Culinary

HVAC

Other: \_\_\_\_\_

Course(s) title(s): \_\_\_\_\_

Course(s) date(s): \_\_\_\_\_

Cost of course(s): \$ \_\_\_\_\_

Scholarship Loan Amount Requested: \$ \_\_\_\_\_

### Issuance of Approval:

There are several persons that will have approval of this request for Learning Dollars.

\_\_\_\_\_  
Printed name of Immediate Supervisor

\_\_\_\_\_  
Signature of Immediate Supervisor

\_\_\_\_\_  
Printed name of Business Manager

\_\_\_\_\_  
Signature of Business Manager

\_\_\_\_\_  
Printed name of VP of Recruitment

\_\_\_\_\_  
Signature of VP of Recruitment

Who Will Be Your Co-Signer:

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Printed name of Co-Signer

Signature of Co-Signer

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Relationship to the Team Member

Date of Birth

Social Security Number

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Address: Street Address, City, State and Zip Code

Address of real property owned in this state by the Co-Signer:

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Printed name of Team Member

Signature of Team Member

Date