



CLC Team Member Student Debt Repayment Assistance Information

What is the Student Debt Repayment Assistance Benefit?

CLC values personal and professional growth as evidenced by the significant numbers of active team members who have been promoted from within, our emphasis on our robust orientation and training program, our focus on career advancement through our gifts and growth and touch point conversations and our scholarship program.

The CLC student debt repayment assistance benefit is intended to address the increasing cost of higher education by helping qualified team members reduce their student debt and thereby put more money in their pocket.

What are the eligibility requirements?

- Must work at least 24 hours per week and be an active employee.
- Must complete an application for funds
- Must provide evidence of debt and proof of payment
- May not be a scholarship recipient in the last 3 years (from date of application)
- Must be in good standing (no record of a second written warning in the last 6 months)
- Must have worked for CLC for at least 6 months
- Department Directors, Associate Executive Directors, Executive Directors and C Suite are ineligible
 - In the event there are more requests than dollars, preference will be given to those working full time with most seniority

How much can I receive?

The lifetime award is \$1,200 and is paid at a rate of \$100 per month over 12 months.

How and when can I apply?

The team member must complete a simple application and provide evidence of their student debt. Applications are accepted twice per year – **during the first 15 calendar days of January and July**. The HR Training Specialist, Amy Alarcon Kelly, oversees and manages the application and administration process. Applications are available by contacting the Community HR Specialist or **[Amy Alarcon at 720 974 3522](tel:7209743522)** **aaalarcon@clcmail.org** or by accessing the form via the CLC wiki or through Loop, our communication app.

How do I receive the monies?

Generally, the award is paid on the team member's paycheck in \$100 increments, 12 times per year, subsequent to the employee providing proof that they made an equivalent payment to the student loan company that holds the debt. The monies are taxed. The Training Specialist will provide the recipient with an informational packet with directions on how to receive the monthly benefit.