

POLICY

The Company believes empowering employees through educational assistance achieves higher levels of professional development, personal fulfillment and increased satisfaction.

PURPOSE

This policy is intended to established guidelines under which the Company will reimburse employees for approved educational tuition expenses incurred in connection with educational courses.

PROCEDURES

The Company will reimburse an employee a **maximum of \$2,000 per year** for tuition reimbursement on the following conditions:

1. Qualifications

- a) Full-time employee working thirty (30) or more hours per workweek.
- b) Completed six (6) months of continuous employment.
- c) Be in good standing without material discipline problems.
- d) Meet the requirements of the institution or continuing educational agency offering the course.

2. Selection Criteria

- a) The educational course should enhance the employee's competency skills and be relevant to his/her current or future job requirements.
- b) The Company at its discretion determines that the employee and the Company will benefit by the course.
- c) The determination will be made by the Company based upon a direct and clear relationship between the function of the organization and the job duties of the employee being considered for the course.

3. Application

- a) A **Tuition Reimbursement Request Form** must be completed, submitted and approved electronically by the Executive Director and/or Vice President prior to entering the educational course.
- b) All courses must be offered through an accredited institution and/or approved for continuing educational units.

4. Approval and Reimbursement

- a) Upon completion of coursework, an employee must submit an electronic **Tuition Reimbursement Payment Form** with copies of the following forms attached:
 1. Signed and approved **Tuition Reimbursement Agreement**
 2. Tuition bill and/or class expense



3. Grade transcripts or legitimate proof of the grade attained for the course. *Note: this information must be provided within a reasonable time frame. Tuition reimbursement requests received beyond 90 days from the course completion will be reviewed and may be denied.*

- b) Reimbursement will be made on the following scale:

A	100%
B	75%
C	50%
Lower than C	0%
Pass (Pass/Fail Course)	75%

(Note: 75% for Pass and No Reimbursement for Fail)

- c) Textbooks are not reimbursable, nor is mileage or any other expenses the employee might incur related to the course.
- d) An employee who is eligible for other tuition/educational benefits is entitled to reimbursement under the foregoing schedule to the extent that such reimbursement does not cause the employee's total educational benefits/reimbursements (i.e., from both the Company and other sources) to exceed 100% of the tuition/education costs.

5. Termination of Employment

- a) An employee must adhere to the provisions set forth as acknowledged and signed in the **Tuition Reimbursement Agreement**.
- b) An employee who terminates employment prior to completing the course term will not be reimbursed for expenses incurred for that course.
- c) An employee who terminates employment, either voluntarily or involuntarily within **one year** of completing and receiving reimbursement on the course will be required to repay the Company the full amount that he/she was reimbursed.
- d) An employee who leaves employment **before one year** will repay the Company for a **pro-rated amount** of the tuition/course expense. The pro-rated amount will be based on the tuition cost, divided by the agreed upon period of time, and then multiplied by the amount of the time the employee has left to fulfill the Agreement.

The pro-rated amount may be deducted from the employee's last paycheck with the Company in accordance with applicable federal and state regulations. If the paycheck is not sufficient to cover the pro-rated amount, the employee agrees to pay the Company as set forth in the provisions of the **signed Tuition Reimbursement Agreement**.

The Company reserves the right to limit the number of employees eligible to receive tuition reimbursement.

Questions surrounding this policy may be directed to the Trilogy Foundation or Employee Services.



Policy Name:	Tuition Reimbursement	Effective Date:	10-02-14
Review Date:	10-02-14 09-09-11	Revised Date:	10-02-14 09-09-11
Policy Approved:	Sr. V.P. Employee Services & Foundation	Approval Date:	
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Forms:	Tuition Reimbursement Request Form, Tuition Reimbursement Agreement, Tuition Reimbursement Payment Form
Key Words:	tuition, educational assistance, coursework, education, reimbursement
Short Description:	The Company believes in empowering employees to expand their education, thereby achieving higher levels of professional and personal fulfillment as well as increased job satisfaction.