

Tuition Reimbursement **Program**

ConGlobal offers tuition reimbursement benefits to encourage self-development by providing financial assistance for certain education-related expenses. This benefit is intended to assist employees in increasing effectiveness in their current position, preparing employees for possible advancement and growth within the organization.

The Tuition Reimbursement Program includes assistance with the cost of tuition, required textbooks and supplies, and fees required by the school and charged to all students related to the pursuit of a degree or the expenses related to a non-degree college course.

Eligibility

Regular full-time, non-exempt and exempt, non-union employees are eligible to participate in the Tuition Reimbursement Program. The following criteria must also be met:

- I. Completed at least one (1) full year of service with ConGlobal.
- II. Employment status must be active.
- III. Employees must be meeting job expectations as set forth by their manager.
- IV. An employee must be in their position for a reasonable amount of time to allow the pursuit of further education without adversely affecting job performance.

Eligible Fees and Expenses

- I. Tuition
- II. Required Textbooks - may include books in printed or electronic format.
- III. Required supplies related to a course may be reimbursable if they are documented as a required part of the course (i.e., stated in the course syllabus), not including equipment such as laptops, printers, etc.
- IV. Required Fees - general fees charged by the college or university to all students that are required for enrollment in and completion of an approved course or degree and are not refundable after completion of a course or course of study:
 - a. Registration fees
 - b. Laboratory fees
 - c. Technology fees

Approval

Course work and/or majors in subjects must be related to your field or Company's industry to be eligible for the Tuition Reimbursement Program. Courses must be taken through approved, accredited colleges, universities, trade or correspondence schools for both degree and non-degree courses.

Employees must obtain approval prior to enrolling in a course or beginning a program to avoid incurring expenses that are not reimbursable under the Tuition Reimbursement Program.

All requests to obtain approval for a course or program must be submitted to your manager and reviewed by Human Resources using the Tuition Reimbursement Request Form (attached).

Tuition Reimbursement Request Form(s) must be submitted to your manager at least sixty (60) days prior to the course start date.

Requesting Reimbursement

Once a course has been completed with a grade of “C” or better (or “Pass” if taking a “Pass/Fail” course), an employee may request reimbursement for eligible expenses related to the course, as described above. No reimbursement will be made unless the grade requirement is met.

Eligible expenses will be reimbursed at 100% after any grant, scholarship, financial aid, and all other sources of financial aid that do not require repayment are applied, up to the annual maximum. (Reimbursements made under these guidelines shall not duplicate those made by any other parties.)

Reimbursement Maximum

An employee may be reimbursed for eligible expenses up to a maximum of \$5,250 per calendar year for approved courses in pursuit of a degree or the expenses related to a non-degree college course.

The annual maximum is based on the year in which reimbursement is received, regardless of when a course was completed.

Reimbursement Deadline

Reimbursement requests must be submitted no later than sixty (60) days from the course end date indicated on the online application request. Reimbursement requests submitted more than sixty days from the end date are not eligible for reimbursement.

There is an annual payroll deadline by which requests must be submitted to be eligible for reimbursement within the same calendar year. Requests submitted after that date are processed in the following calendar year. This deadline generally occurs in early December, specific date is dependent in assigned pay group. Employees are responsible for contacting Human Resources for deadline details. Employees are responsible for submitting requests in accordance with that deadline to maximize their annual benefit maximums and taxability status, regardless of when the courses are taken.

The annual maximum is based on the year in which reimbursement is received, regardless of when a course was completed.

Repayment Requirements

The ConGlobal Tuition Repayment Agreement is a provision that requires an employee to repay amounts received for tuition reimbursement in the event the employee voluntarily separates employment from the Company.

By acknowledging the Tuition Repayment Agreement, which is included with the Submit Agreement, an employee agrees to repay tuition reimbursement received under this program based on the following schedule, should the employee voluntarily terminate employment with the Company.

TIME ELAPSED	PERCENTAGE OF REPAYMENT
6 months or less	100 percent
More than 6 months, but less than 12 months	75 percent
More than 12 months, but less than 18 months	50 percent
More than 18 months, but less than 24 months	25 percent

Under this provision, ConGlobal may withhold from an employee's final paycheck (base salary, bonuses, vacation pay, and/or expense reimbursements), to the extent permitted by applicable law, monies up to the amount due the ConGlobal for any tuition reimbursement paid within the above timeframes.

TUITION REIMBURSEMENT REQUEST FORM

Employee's Name: _____ Employee Number: _____

Date Full-Time Employment Began: _____ Location: _____

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Course Title: _____ School: _____

Date Course Begins: _____ Date Course Ends: _____

Explain relevance of course to employment with ConGlobal:

_____***ATTACH COURSE DESCRIPTION FROM SCHOOL CATALOG***

Degree objective and/or concentration: _____

Tuition Costs for the Course: _____

Fees for the Course: _____

Total Assistance Requested: _____

It is hereby agreed by the employee named above and the Company, that upon satisfactory completion of the course by the employee (certificate and/or other evidence to be supplied), the employee will be reimbursed at 100% of all requested educational assistance by the employee with a grade of "C" or better.

It is also agreed by the employee named above that if the employee terminates said employment voluntarily with the Company after the employee has received tuition reimbursement, they will reimburse the company for the amount of tuition reimbursement as in accordance with the terms within the repayment agreement.

Employee Signature: _____ Date: _____

Manager Approval: _____ Date: _____

Vice President Approval: _____ Date: _____

Human Resources Approval: _____ Date: _____

ELT Member Approval: _____ Date: _____

Amount Approved for reimbursement: _____ Date paid to Employee: _____