



EDUCATION REIMBURSEMENT POLICY

Full-time Team Members are eligible, upon completion of 90 days of employment, to participate in the education reimbursement program. A Course Approval Request Form (located on the following page) and a copy of your curriculum must be submitted to your manager at least three weeks before the course begins and forwarded to Human Resources for final approval.

The Company will reimburse you for 75% of your qualified educational expense after grants and scholarships are applied, if applicable. If the course you are taking is required by management, or if approved by your supervisor, Human Resources and the Chief Executive Officer, the Company may choose to reimburse you for up to 100% of such expense. Unless approved as set forth in the preceding sentence, you may receive reimbursement for up to two courses per term, not to exceed \$5,250 per calendar year. You must receive at least a "C" or better for undergraduate courses and a "B" or better for graduate courses in order to be eligible for reimbursement.

Expenses that do not qualify under the tuition reimbursement program include technical training courses, seminars, certificate programs, books, tools or supplies that you may retain after completing the course, meals, lodging, transportation, applications, registrations, student union, student services, deferment, parking costs and expenses that are payable from scholarships or grants awarded to you.

You must be employed at the time of reimbursement under this program. You must also continue to be employed by the Company for at least 12 months following completion of the class(es). If you voluntarily leave the Company or are terminated less than 12 months after completing the class(es), you must repay the Company the full amount you received under this program. Payment arrangements must be made prior to your exit from the Company or we will withhold the entire amount from your final paycheck, in accordance with applicable law. In any instance, full payment must be received within 30 days of your date of termination.

Within 30 days of successful completion of the course, you should submit an expense report, along with a copy of your Course Approval Request Form, course transcripts showing grade and receipt for tuition paid, to your manager for approval. These forms will be forwarded to Human Resources and then to the accounting department for actual payment.

This program will be administered at all times to comply with the rules governing qualified educational assistance programs as set forth in Section 127 of the Internal Revenue Code.



Name _____ Property _____
Department _____ Date of Hire _____
Date of Application _____

I request approval to take the following course(s) under the Education Assistance Program:

Course Name(s) _____
School _____
Course Begin Date _____
Course Completion Date _____

I understand that I must pay the cost of tuition and fees in advance, and upon successful completion of the course(s), the company will reimburse me at the appropriate rate as outlined in the policy. I understand that I must furnish a grade report and receipts of expenses before reimbursement will be made.

Employee Signature _____ Date _____

Supervisor Approval _____ Date _____

Human Resources Approval _____ Date _____

I have completed the course(s) and submit my expenses and grade report for reimbursement (receipts attached):

Course	Grade	Type of Expense	Cost

Employee Signature _____ Date _____

Supervisor Approval _____ Date _____

Human Resources Approval _____ Date _____