

TUITION ASSISTANCE PROGRAM

NPG offers an educational assistance program to encourage employees to maintain and improve their job-related skills through formal education.

Employees in the following employment classifications are eligible for the educational assistance program:

*Regular full-time employees

You must first complete 90 calendar days of service in an eligible classification to participate in educational assistance. When you start getting educational assistance, you must continue to be an active employee and perform your job satisfactorily to stay in the program.

Not every course is eligible for educational assistance. To be eligible, a course or a group of courses that are part of a degree, licensing, or certification program must be related to your current job duties or to a position you might have at NPG in the foreseeable future. The program must be of a degree-seeking nature (or certification-seeking if vocational/technical in nature). This program should not interfere with performance and attendance. **Graduate study work will not be included in this program.**

Any college or university, business school, or vocational institution accredited/licensed by the Department of Education of the state in which it is located is acceptable.

Tuition for meetings, seminars and certain certification programs or management training seminars, may be covered by a continuing education program as established by NPG, provided one exists. The location manager must approve continuing education programs.

To apply for tuition refund, you must complete an Application for Tuition Reimbursement form prior to the beginning of the selected course(s), obtain your Manager's approval and forward to the Corporate Human Resources Manager for final approval.

After completion of the course, you must submit documentation to support the payment of tuition, fees and books, and a copy of your grade(s).

Assistance reimbursement includes full tuition costs, laboratory fees, registration fees and books. Reimbursements are limited to \$1,000 per semester, not to exceed \$2,000 per calendar year.

Educational assistance will be paid according to the following schedule:

Final grade of "A" – 100% refund
Final grade of "B" - 75% refund
Final grade of "C" - 50% refund

Tuition will be refunded 100% for "Pass or Fail" courses if passed.

Reimbursement will be made only if a passing grade of "C" or above is attained. The Corporate Human Resources Manager will authorize reimbursement to be made directly to you.