

Tuition Reimbursement Guidelines

Tuition reimbursement will be made as follows for degrees to eligible employees with at least six (6) months of continuous service. With prior approval the company will cover certain tuition expenses up to \$3,000 per calendar year. Courses that lead to a business-related degree or certificate are eligible for reimbursement. The degree or certificate must be relevant to TrueNorth and either the employee's current position or career path at TrueNorth.

Employee must cover 50% of any required course and related textbooks. Upon successful completion of the course (either pass for pass/fail or "C" or better), the remaining 50% will be reimbursed to the employee up to a maximum of \$3,000 per calendar year. The following schedule applies to all resignations or terminations due to misconduct or poor job performance if any funding has been provided by the Company:

- <1 year since completion – 75% reimbursed by employee
- 1 – 2 years since completion – 50% reimbursed by employee
- 2 – 3 years since completion – 25% reimbursed by employee
- 3+ years since completion – No reimbursement required by employee

To apply for Tuition Reimbursement, please complete the following steps:

1. Complete the request and attach any additional descriptive information regarding the course(s) or degree program you wish to enter.
2. Meet with your leader to discuss your tuition reimbursement request. If it is agreed that your request meets policy guidelines and budgetary restrictions, they will grant preliminary approval.
3. Submit the original, signed form to Human Resources for final review/approval.
4. Upon completion of the course, submit a copy of your grade report to the Human Resources team. If the course was successfully completed 50% of the course and textbooks, up to an annual maximum of \$3,000 will be reimbursed to you.

Tuition Reimbursement

Tuition Reimbursement Application

Please complete and submit to Julie Estenson before the course(s) begin(s). Applications received after course start date will be denied.

EMPLOYEE INFORMATION			
Name:	Leader:		
Title:	Location:		
COURSE INFORMATION			
Is this course part of a program leading to a degree? ☐ Yes ☐ No			
Degree name:			
Estimated time period for completion:			
☐ Undergraduate ☐ Graduate			
Is this course part of a program leading to a certificate? ☐ Yes ☐ No			
Certificate name:			
Institution Name:			
Course Name	Start Date	End Date	
Tuition Fees	Books	Other	Total Cost
Please explain the value of the degree program/course(s) to TrueNorth:			

Tuition Reimbursement

What long term goal is this program/course(s) intended to help you reach?

I understand that if this request is approved, reimbursement will be contingent upon successful completion (a grade of C or better, or pass for pass/fail) of each course and submission of all receipts and paid bills within sixty days thereafter. I understand that I will be responsible for reimbursing the company (per the schedule above), through payroll deduct or personal check for reimbursements, should I resign or am involuntarily terminated to due misconduct.

Employee Signature/Date: _____

DIVISIONAL LEADER REVIEW

Did employee review application with you prior to start of class(es)? ☐ Yes ☐ No

Leader Recommendation: ☐ Approve ☐ Deny

Reason for denial: _____

Leader Signature/Date: _____

HUMAN RESOURCES APPROVAL

☐ Approve ☐ Deny

Reason for denial: _____

Human Resources Signature/Date: _____

Tuition Reimbursement



Request for Reimbursement of Tuition Expenses

Please complete and submit to Julie Estenson within 60 calendar days of the course end date. Human Resources must have an approved application on file in order to be eligible for reimbursement.

EMPLOYEE INFORMATION			
Name:		Leader:	
Title:		Location:	
COURSE INFORMATION			
Institution Name:			
Course Name	Start Date	End Date	Final Grade
Did you receive grants, scholarships or other education assistance to cover the cost of these courses? ☐			
Yes ☐ No			
Expense (tuition, books)			Amount Paid
Subtotal			
Subtract grants, scholarships, or other educational assistance			
Total amount request for reimbursement			

Tuition Reimbursement

Please attached copies of the receipts and documentation of your final with request form.

The above expenses are accurate and were incurred by me for the courses listed above. I understand the maximum amount that can be reimbursed to me during a calendar year is \$3,000. I agree that if I resign from the company or the company terminates my employment due to misconduct or poor job performance, I will reimburse the company through payroll deduct or personal check for tuition reimbursement received per the schedule below.

<1 year since completion – 75% reimbursed by employee

1 – 2 years since completion – 50% reimbursed by employee

2 – 3 years since completion – 25% reimbursed by employee

3+ years since completion – No reimbursement required by employee

Employee Signature/Date: _____