

TUITION REIMBURSEMENT

Educational Assistance Program

Educational assistance in the form of tuition reimbursement will be provided to those employees who meet all of the following:

- Currently full-time employees
- Employed for at least 12 months
- Obtained approval prior to taking the class(es)
- In good employment standing (An employee can be denied if he/she recently received a disciplinary action of any kind)
- Nature and purpose of the course of study (Courses of study must be directly related to the employee's present job or probable career path with Arcwood Environmental)

Class attendance and completion of study assignments shall be accomplished outside of the employee's regular working hours. It is expected that educational activities will not interfere with the employee's work, and any unsatisfactory job performance during enrollment may result in forfeiture of educational assistance.

Employees meeting the above requirements will be entitled to 100% reimbursement of tuition and fees related to the course and 50% of required textbooks.

Before enrolling in a course, the employee must first complete an "Educational Loan Agreement"; this form only needs to be completed once (Note: If the employee does not take a class within one year of signing the original agreement, another agreement must be completed). Under this agreement, education reimbursement will not exceed \$4,000 per calendar year for undergraduate courses and \$5,250 for graduate courses. Also, in consideration for this reimbursement, the employee will owe Arcwood one month of employment service for each \$300 reimbursed under the guidelines of the Educational Loan Agreement.

The employee must take the completed "Request for Pre-approval of Class (es) for Tuition Reimbursement" form to his/her manager who will sign the form acknowledging the request. The form is then forwarded to the Human Resources Department, which will have the final approval of the request. **The request for pre-approval is NOT considered approved until the Human Resources Representative signs off on the form.** If the course(s) is/are approved but the employee is no longer employed with Arcwood at the conclusion of the course, no reimbursements will be made.

Upon completion of the approved class (es), the employee has 60 days to submit the "Request for Reimbursement" form, a copy of his/her grade transcript, receipts for book, and a copy of his/her official Bursar Account Statement. In order to be reimbursed, the employee must receive a grade of "C" or better or "pass" for a "pass/fail" class.

If the employee is receiving any other educational financial assistance, such as Veteran Assistance, scholarships, Pell grants, or any other non-loan educational financial assistance, such financial assistance must first be deducted from the total cost of reimbursement. The employee must disclose this information to Arcwood. **Failure to comply with this provision or other assistance will result in forfeiture of all tuition reimbursement benefits.**

Courses specifically excluded for reimbursement under this policy are workshops, seminars, conferences, institutes, and courses at non-degree-granting institutions or non-accredited institutions. Such tests as GRE, GMAT, and LSAT, CLEP and

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DANTES are excluded from reimbursement. Other exclusions are deferment fees, late fees, enrollment fees, application fees, and transcript fees.