

How do you handle continuing education for your employees? I am mainly interested in how many companies support the Bachelors and then even the Masters programs.

- Do you offer it?
- If so, how much per year? Is there a max dollar amount you will pay towards education?
- Do you offer to pay for undergrad and Grad programs?
- Do you ask the employee to stay on a certain amount of time after completing the course?
- Do you require a certain grade to be obtained?
- Does the coursework have to fit in with the job employee actually performs?

We will reimburse for certain specifically approved classes that our job related. We don't finance Bachelors or Masters degrees. Some examples of classes we have approved are:

- Lean Certification
- Software Applications
- Certificates
- Seminars

Not very specific, but this is in our handbook

EDUCATIONAL DEVELOPMENT

(Name of company) believes in supporting the individual growth of its employees. To encourage professional development and the education of our employees, we may pay for continuing education courses that relate an employee's position. This benefit is available to employees after completion of 90 days of service. To be eligible for reimbursement employees must obtain management approval on the content of the course, the job-related relevance of the course and the cost prior to course registration. All requests will be considered on a case-by-case basis. Employees may be asked to enter into an agreement with the Company in order to receive reimbursements.

We do not offer a tuition reimbursement program. From time to time people may attend a course that will help them, specific to the role they perform. We will reimburse for that, but no formal program.

We do not offer a program.

We do not provide education assistance for any degree programs.

- Do you offer it? **Yes**
 - If so, how much per year? Is there a max dollar amount you will pay towards education? **75% of cost up to \$1,500 per calendar year for undergrad and \$2,000 per calendar for graduate. Reimbursement of tuition, books, registration fees, and lab fees.**
 - Do you offer to pay for undergrad and Grad programs? **Yes**
 - Do you ask the employee to stay on a certain amount of time after completing the course? **12 months**
 - Do you require a certain grade to be obtained? **“B” or better**
 - Does the coursework have to fit in with the job employee actually performs? **Specifically related to the associate’s current position or related to a position to which the associate’s department manager feels the associate may be promotable in the near future.**
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We do not have a program in place. What I have seen at other companies is that coverage would include related continuing education for those with a degree or in the case of those without a degree any class would be eligible toward attaining a Bachelors or advanced degree.

We do not offer continuing education reimbursement.

Do you offer it? **YES (BS & MS)**

- If so, how much per year? **\$5,000 per year, tuition only.** Is there a max dollar amount you will pay towards education? **\$5,000 per year, tuition only. No maximum on the number of years**
 - Do you offer to pay for undergrad and Grad programs? **YES**
 - Do you ask the employee to stay on a certain amount of time after completing the course? **YES – 12 months**
 - Do you require a certain grade to be obtained? **YES - C**
 - Does the coursework have to fit in with the job employee actually performs? **YES**
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- Do you offer it?
Yes
- If so, how much per year? Is there a max dollar amount you will pay towards education?
Maximum reimbursement if \$5,250.00/year
- Do you offer to pay for undergrad and Grad programs?
Courses that could be counted toward the attainment of a degree (G.E.D., Associates, Bachelors, Masters, etc.) and are offered by an accredited institution qualify for reimbursement. The curriculum must be of practical value to the Company and may be either:
 - Instructor led
 - Distance learning via the Internet
 - Correspondence courses
 - Course equivalency examinations (pursuant to attainment of a degree)
Courses must be completed during the institution's normally prescribed period of study.
- Do you ask the employee to stay on a certain amount of time after completing the course?
Yes.

	≤ 12 months	100%
13 – 18 months	75%	
19 – 24 months	50%	
- Do you require a certain grade to be obtained?

<u>Course Type</u> <u>Rate</u>	<u>Score</u>	<u>Reimbursement</u>
Pass/Fail Courses	Pass	100%
Non-Graded Courses	Completion	75%
Graded Courses	A, B or C	100%
Course Equivalency Exam	Pass	100%
- Does the coursework have to fit in with the job employee actually performs?
The course work must be of value to the employee and the company and is applicable to their current or future position.

We do not have tuition reimbursement. At a former company I worked for they did offer a graduated amount, based on grade received \$0 for anything below a "C" 50 % for a "C", 75% for a "B", 100% for an "A" grade. The employee had to be pursuing a degree that would benefit the company as well, but did not have to be in their current field, undergrad only, the employee had to stay for 1 yr after graduation, or reimbursement was required.

Here is the continuing education program for our company:

TUITION REIMBURSEMENT

Our company believes that dollars spent on approved programs of study which increase an employee's overall value to our customers and performance of the job, are dollars well spent. Because of this belief, the Company encourages employees to further their education and training in work-related areas and may provide employees with the financial support to do so. To be eligible for tuition reimbursement, an employee must be full-time, have completed a year of service, and be on the payroll when the course is completed. When appropriate, and with prior approval of the Company, the Company will pay for a portion or all of such courses.

For approved tuition expenses (not including fees, books or supplies) paid to accredited schools, colleges and universities, no reimbursements will be made for grades lower than a "C" grade or for courses in which the employee can receive a grade of only "PASS" or "FAIL", unless no other grade option is available for the course. Courses must have the approval of the Plant Manager, Company President and Human Resources prior to class enrollment in order to qualify for reimbursement.

Employees wishing to pursue an advanced degree program will be considered on a case-by-case basis taking into consideration alignment with individual objectives and Company need.

REIMBURSEMENT

The maximum reimbursement that will be made to an individual employee is \$2,500.00 per calendar year. The company will reimburse employees for the actual cost of the coursework, textbooks, and any applicable laboratory fees. Total reimbursement to be made, up to a maximum of \$2,500.00 per calendar year, is as follows:

Grade	% Reimbursement
A- OR ABOVE	100%
B- up to A-	80%
C- up to B-	50%
Less than a C-	0%

Reimbursement will be granted for approved courses or a degree program at the rate stated above upon receipt by the Company of proof of a paid tuition bill and an official grade report.

Employees eligible for reimbursement from any other source (e.g., a government-sponsored program or a scholarship) may seek assistance under our educational assistance program but are reimbursed only for the difference between the amount received from the other funding source and the actual course cost. Total aid from the Company and other sources may not exceed 100% of the allowable tuition and fees.

Tax consequences (if any) as a result of Company reimbursement under this plan are the sole responsibility of the employee.

REPAYMENTS

In the event that the employee resigns or is terminated within twelve (12) months after reimbursement is received, the employee must agree to repay the company in full.

- Do you offer it? **YES**
- If so, how much per year? Is there a max dollar amount you will pay towards education? **50% of tuition up to \$1000/year**
- Do you offer to pay for undergrad and Grad programs? **YES**
- Do you ask the employee to stay on a certain amount of time after completing the course? **YES under an Investment Agreement**
- Do you require a certain grade to be obtained? **C or better undergrad; B or better for grad**
- Does the coursework have to fit in with the job employee actually performs? **Yes, IRS requires relevance to one's current or future job if it is to be expended by the company. (See <https://www.irs.gov/taxtopics/tc513> for more information)**

At this time we do not offer any tuition reimbursement.

We do not do anything to help employees earn their Bachelors or Masters degrees.

We have a pretty straight forward program...Eligible employees must be: Full-time, have at least 1 year of service, and have a "meets expectations" performance level. Educational assistance can be used for tuition, course fees, books, and exam fees for both undergrad or graduate level degree seeking programs. A maximum of \$2000/calendar year will be reimbursed for a grade of "B" or better. If employees voluntarily terminate employment less than 2 years after reimbursement, they are liable for repayment of past reimbursement.
