



## **Educational & Tuition Reimbursement Policy and Procedures**

Compass Construction supports employees who wish to continue their education to secure increased responsibility and growth within their professional careers. In keeping with this philosophy, the company has established a reimbursement program for expenses incurred through approved institutions of learning. If you are a full-time regular employee and have completed at least 6 months of employment, you are eligible for participation in this program as long as the courses are job-related.

The company will reimburse up to a maximum of \$2,500.00 per year incurred by an employee for continuing education through an accredited program that either offers growth in an area related to his or her current position or might lead to promotional opportunities. This can include college credit courses, continuing education unit courses, seminars and certification tests. You must secure a passing grade of "B-" or its equivalent or obtain a certification to receive any reimbursement. Expenses must be validated by receipts and a copy of the final grade card or certification must be presented to show hours or certification received.

Employees may not exceed a lifetime value of \$5,000.00, unless specific written approval from the President.

To receive tuition reimbursement, employees should follow the procedures listed here:

- The employee should provide his or her manager with information about the course for which he/she would like to receive reimbursement by completing the Tuition Reimbursement Form.
- The pre-approval section of the tuition reimbursement form should be completed and all the appropriate signatures obtained prior to enrolling.
- The employee should send the form to the designated individuals per instructions on the tuition reimbursement form and a copy will be filed in the employee's file. The employee will maintain the original form until he or she has completed the course. The employee can then enroll in the course.
- Upon completion of the course, the employee should resubmit the original tuition reimbursement form with the reimbursement section filled out, including appropriate signatures, as well as receipts and evidence of passing grade or certification attached.

### **Repayment**

Upon the occurrence of any of the following events, the employee will be subject to a partial-to-full deduction in pay, equal to the total amount of tuition reimbursement.

- The employee resigns from Compass General Construction prior to two-years from the date of the completed course.
- The employee does not satisfactorily complete any portion of the course with a B- or better.



## Tuition Reimbursement Application

Last Name	First	Initial	Date of Application	
Job Title			Work or Cell Phone:	
Instructions to Applicant: <ul style="list-style-type: none"> <li>Please complete Application for Tuition Assistance form BEFORE signing up for classes. Compass Construction does not guarantee tuition assistance, so employees must receive pre-approval before registering.</li> <li>At the end of the class, submit receipt showing fees paid at the beginning of the semester and evidence of passing grades received from the school. Reimbursement is not provided for courses that are paid by grant scholarship.</li> </ul>				
School to be attended			Quarter/Semester applying for:	Year:
Degree sought:		Cost of Course(s) Taken:		
Date degree expected	Major	Tuition: _____	Fees: _____	
Registered courses:		Credit Hours:	Grade (attach grade report)	Course cost (attach bill)
_____		_____	_____	_____
_____		_____	_____	_____
_____		_____	_____	_____
_____		_____	_____	_____
Have you received tuition assistance from any other source? <input type="checkbox"/> Yes <input type="checkbox"/> No				
<p>I understand that tuition assistance is not guaranteed and that the approval of tuition assistance is based on funds available as well as applicability to my current position.</p> <p>I understand that attendance at a class or seminar is not required by the Compass Construction and that I will not be paid for time spent attending class or completing out of class assignments.</p> <p>I understand that if I voluntarily resign from the Compass Construction within two years of the last tuition assistance payment, the amount of the payment will be considered a loan and I will be required to repay up to 100% of the original tuition assistance payment.</p>				
Signature of Applicant			Date	
<i>Manager Comments:</i>				
<i>Manager Approval</i>	Signature	Title	Date	
<i>After obtaining your manager's approval please submit the completed application to:</i>				
VP/President: _____		Signature: _____ Date: _____		
HR Manager: <u>Laura Gregorini</u>		Signature: _____ Date: _____		