AIS

Tuition Assistance Policy Effective
February 15, 2023, Revised

Purpose
To support employees with furthering their post-secondary education by assisting with the cost of approved coursework for accredited degree programs. Covered programs are those that would help employees develop job-related skills in their current position or assist them in developing a viable career path within AIS.

Eligibility
An employee must be a full-time benefit eligible employee for at least 6 months at the time of registration and must continue to be employed on a full-time basis by AIS through completion of the course. An exception to the employment requirement will be considered if an employee's position is eliminated. An employee under the Performance Improvement Plan (PIP) at the time of enrollment is not eligible for tuition reimbursement.

An employee must have a course approved by his/her manager. A manager will not unreasonably withhold permission as long as the class does not interfere with work duties or requirements. Permission should be withheld if the class fails to meet the intended purpose of helping the Employee develop job-related skills in their current position or assist them in developing a viable career path within AIS.

In total tuition, registration and graduation fee tuition assistance may not exceed $5,250.00 for full-time employees per calendar year. Tuition assistance within a year is measured by the date tuition assistance payment is received, not by the date the course is completed. There are no exceptions to this annual limit. To qualify for tuition assistance an employee must receive the following grades:
- 3.0 or higher = 100% reimbursement
- 2.5 – 2.9 = 70% reimbursement
- 2.0 – 2.4 = 50% reimbursement
- Less than 2.0 = 0% reimbursement

The company reserves the right to refuse to tuition assistance for fees if the request is processed more than 30 days after the grades were received for the course taken.

Eligible Courses
To be eligible a course must be required as part of an accredited degree program (associates, bachelors, masters, and/or doctorate) and applied toward graduation. The degree must be applicable to current or future job requirements at AIS. Accredited college courses (graduate or undergraduate), that develop job-related skills in a current job (e.g. foreign language) are also eligible.

Ineligible Courses
The following items may be approved with the Manager's permission to be taken at the employee's departmental cost, but are not covered as part of the tuition assistance program:
- Courses and other outside training that offer Continuing Education Units (CEU) upon completion.
- Seminars
- Classes or training programs provided by a third party.
- Courses required as part of a professional or technical certification program that are a requirement of the employee's current job.
- Certification exams and competency exams for which an employee receives college credit.

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Application

Employees are responsible for all contact with their college of choice. Employees must review proposed courses with their immediate supervisor/manager to determine if eligibility requirements are being adhered to as outlined in this policy. An Application for Tuition Assistance must be completed, approved, and forwarded to Human Resources *prior* to the beginning of each course. Human Resources will Process the application or reject the application and return it to the employee with an explanation.

Miscellaneous Provisions

Participation in the Tuition Assistance Program is voluntary. An employee may not study during regular work hours or alter his or her regular work schedule to attend courses except with approval from his/her supervisor. Diplomas or certificates of educational accomplishments will be maintained in the member's file. It is the member's responsibility to provide the Tuition Assistance Administrator with a copy of his/her diploma and/or certificate, a copy will be forwarded to the member's file.

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Tuition Assistance Program Terms
February 2023

Topic	Description
Calendar year definition: January 1 through December 31	Each Employee is eligible to request for education expenses related to employee's career development at AIS in an amount of up to $2,625 per semester. Reimbursement will be paid upon the completion of the course or training upon receipt of all required documents.
Eligibility	Full time employee with 6 months of continuous service.
Documents that must be submitted to apply	1. Complete, Signed Application for Tuition Assistance (Prior to employee beginning course) approved by Manager and Vice President of Human Resources. 2. Course Description 3. Total reimbursement requested (include program/tuition, fees, books, etc.) 4. Dates of course(s)
Program level supported	Undergraduate and graduate/Phd level programs. On-line courses, certifications, licenses.
Reimbursable costs/fees	• Tuition, Program, Course, or Training costs • Textbooks/workbooks • Lab fees and Registration fees
Passing grade level for reimbursement-based on a sliding scale	• 3.0 or higher = 100% reimbursement • 2.5 – 2.9 = 70% reimbursement • 2.0 – 2.4 = 50% reimbursement • Less than 2.0 = 0% reimbursement Professional Learning & Development certifications, conferences or memberships will be reimbursed up to 100% at the discretion of the manager.
Failure to pass	No repayment.
Required Documents for reimbursement	1. Approved, Signed Complete Application for Tuition Assistance (Prior to employee beginning course) 2. Confirmation of payment and date(s) of payment for course and related eligible expenses. 3. Course Final Grades
Reimbursement Deadline	**All complete Required Documents listed above must be received by Human Resources within 60 days of course completion to be eligible for reimbursement.**
Processing Time	• Tuition Reimbursement will be processed within 15 days of HR receiving **all** required documents for reimbursement. This timeframe may be longer if documents have missing information or are not submitted.
Tuition Payback Requirements	• Up to $1,000: None • $1,001 - $5250: Must continuously work for AIS for 12 months after reimbursement date or be required to payback reimbursements over $1000 that occurred in the previous 12 months (365 days)
Termination of employment	• Layoff, position elimination: No repayment by employee required. • Involuntary termination for cause: Employee is responsible for repayment for previous 12 months of reimbursed payments over $1000.

	• Voluntary termination within 12 months of reimbursement: Employee is responsible for repayment for previous 12 months of reimbursed payments over $1000.
Approvals required	Direct Supervisor/Manager and Vice President of Human Resources must approve applications **PRIOR** to course start date.

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APPLICATION FOR TUITION ASSISTANCE

Instructions for Applicant: To be eligible for Tuition Assistance by AIS, this application must be completed and approved by your Supervisor/ Manager <u>and</u> the Vice President of Human Resources **prior to the course(s) start date**. Complete details of the Tuition Assistance Program are included on the Tuition Assistance Program document.

To obtain reimbursement, please submit the remaining required documents listed on the Tuition Assistance Program to Human Resources within <u>60</u> days of completion of the course(s).

EMPLOYEE NAME _____   JOB TITLE _____

DATE OF HIRE _____   DEPARTMENT _____

PHONE NUMBER _____   SUPERVISOR OR MANAGER _____

EMAIL _____

Date expected to receive degree: _____   Estimated total cost of degree $ _____

NAME of School/Institution: _____

TYPE OF PROGRAM (circle one)   GRADUATE   UNDERGRADUATE   CERTIFICATION LICENSE (Specify_____)

DEGREE/MAJOR (circle one)   ASSOCIATES/BACHERLORS (BS, BA)   MASTERS (Specify _____)

THESE COURSE ARE (circle one)   CLASSROOMINTERNET/ON-LINE   SCHOOL LOCATION: _____

Course Title & Course Number	Start / End Dates	Course Description (attach program details)	Number of Credit Hours	Total Cost Requested
1.				
2.				
3.				

Relationship to current job duties: _____

_____

_____

_____

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APPLICATION FOR TUITION ASSISTANCE Continued.

I have read and understand the Tuition Assistance Program and agree to the terms. I recognize it is my responsibility to obtain approval to participate in this program prior to course start dates and also to provide all supporting documents to AIS to approve reimbursement. I authorize the educational institution to release transcript and fee payment information to the Company if requested and understand that if I am to voluntarily leave the Company's employment or am terminated for cause within 12 months of receiving reimbursement that I am required to repay any tuition reimbursement paid to me in excess of $1,000. Employee consents to a deduction from final payment of wages, and acknowledges AIS's right to set off any additional indebtedness against vacation, commission, bonus or other benefits, compensation, or reimbursement owed Employee.

I understand the money owed may be deducted from my last Further, I am declaring the information I am submitting to be correct and accurate.

Applicant's Signature	Date

SUPERVISOR/MANAGER APPROVAL

Course 1	☐ APPROVED ☐ Not Approved	Course COST Approved
Course 2	☐ APPROVED ☐ Not Approved	
Course 3	☐ APPROVED ☐ Not Approved	
	TOTAL AMOUNT APPROVED:	

Supervisor/Manager Signature	Date
Vice President of HR Signature	Date

Comments: