**Educational Assistance**

Our education assistance program provides financial support to assist you with your work-related education. Full-time employees with at least three (3) months of continuous service may be reimbursed for registration fees and book costs for night school and weekend courses that the organization determines to be work-related and beneficial for your career with the organization. A Request for Reimbursement form must be completed with prior approval of the course(s) granted by management.

Fifty percent (50%) percent of tuition costs and course materials are paid in advance of the starting date and fifty percent (50%) are paid upon proof of completion of the approved course with a passing grade or proper certification. If the course is not completed successfully or in its entirety while the Company employs you, the organization must be reimbursed for any monies advanced to you. You may reimburse the organization in cash or through payroll deduction, as specified in the Request for Reimbursement form.

If you require additional information regarding this program, please see your Supervisor or Human Resources.