

Tuition Reimbursement Policy

Dawn Technologies Corporation's Tuition Reimbursement Program encourages and supports associates who enroll in college, university, and technical school courses in order to obtain an associate's, bachelors, masters, doctoral, or technical degree.

Purpose

The purpose of this policy is to define and establish guidelines under which employees may receive tuition reimbursement. Employees are encouraged to work to their full potential by increasing their skill and knowledge. Participation in approved external educational programs that are mutually beneficial to both the company and the employee will be given consideration for financial assistance as defined in this policy. Such assistance will be contingent on favorable business conditions that provide sufficient budget resources.

Policy

Full-time, regular employees are eligible to participate. Participants must be on the company payroll at both the start and completion of the course(s).

Employees must be satisfactorily meeting the requirements of their job function. Ongoing participation in the tuition reimbursement program is contingent on continued satisfactory job performance.

Courses must be taken at a college or school accredited by one of the nationally recognized accrediting associations and all courses offered by colleges and universities must be one term in duration and must result in academic credit.

To qualify for tuition reimbursement, the employee must participate in educational activities that, in the judgment of management, meet at least one of the following criteria:

- The course must be directly related to the employee's current field of work, and its successful completion can realistically be expected to enhance the employee's knowledge of his/her job. If the course is not directly related, it must be relevant to the degree or certificate program related to the employee's current field of work.
- The course must be a part of a degree or study program required to qualify an employee for reassignment to another position in the company that has been endorsed by management. Additionally, there must be a realistic probability that the employee will be assigned to such a position when qualified.

An employee must receive management approval before commencing course work.

Attendance at the course(s) shall not conflict with the employee's work hours, unless the employee's manager before registration for such course(s) approves that conflict in writing. Employees are expected to work a full workweek, even if the work schedule is adjusted to accommodate a class schedule.

An employee will not be eligible for reimbursement of tuition and required fees that are paid by state or federal education grants or scholarships.

Reimbursable costs include tuition fee only. Reimbursable costs shall not include tools and supplies that may aid the employee with the course, but which are not specifically required (e.g., computer hardware, software, calculators, instructional tapes), parking fees or other optional expenses.

Upon successful completion of the approved course(s), the employee shall be reimbursed for 100% of tuition fee, up to a maximum of \$7,000 per employee per calendar year, upon receipt by the Accounting Department of official notice of acceptable grades (see below for grade requirements) and the original receipts for reimbursable costs.

Acceptable grades shall be a "C" (or equivalent) or better for undergraduate work, and a "B" (or equivalent) or better for graduate work.

If an employee does not receive acceptable grades, she/he shall not be eligible for reimbursement. If an employee engaged in graduate course work is unable either to complete the course work or to achieve a grade of "B" or equivalent or better, the employee shall repay the full amount.

If an employee engaged in graduate course work terminates his/her employment with the company or is terminated by the company for any reason prior to receipt of official notice of acceptable grade in the course(s) for which an advance has been made, the employee agrees and accepts that advance shall immediately become due and payable.

Employees receiving education reimbursement should be aware that these payments may become taxable at some future date as tax laws change.

If you have any questions on you eligibility please Email your enquiry to:
hr@dawn-tech.com