



## **TUITION REIMBURSEMENT POLICY**

### **Policy:**

To further its objectives and support employee professional development, Tradepoint Atlantic offers an education reimbursement benefit of \$5,250.00 per year for full time employees who have been employed by Tradepoint Atlantic.

Eligible courses are those:

1. offered by an accredited institution through matriculating programs (course work leading to a degree), including e-learning, or;
2. designed to prepare a student to receive an occupational license (e.g. an electrical license, etc.), or;
3. designed to prepare a professional for a certification exam or to meet or maintain recertification requirements (e.g. SPHR, CPCM, State Bar, CPA etc.).

Related course expenses include academic fees and books. An employee must successfully complete a course in order to be eligible for reimbursement.

### **Purpose:**

Tradepoint Atlantic supports employees who wish to continue their education to secure increased responsibility and growth within their professional careers. In keeping with this philosophy, Tradepoint Atlantic has established a reimbursement program for expenses incurred through approved institutions of learning. If you are a full-time, regular employee, you are eligible for participation in this program as long as the learning program is job-related.

Subject to funding availability, Tradepoint Atlantic will reimburse up to \$5,250.00 per year the cost of educational expenses incurred by an employee for continuing education through a program that either offers growth in an area related to his or her current position or might lead to promotional opportunities.

### **Applicability:**

This policy applies to all Tradepoint Atlantic employees.

**Procedures and Accountability:**

To participate, the employee must receive approval from their supervisor and complete the Education Benefit Reimbursement Form to receive reimbursement.

If the employee's application complies with TPA policy, the Finance Department will advise the employee that the request has been approved. If the employee's application is not compliant, then the Finance Department will notify the employee of all deficiencies.

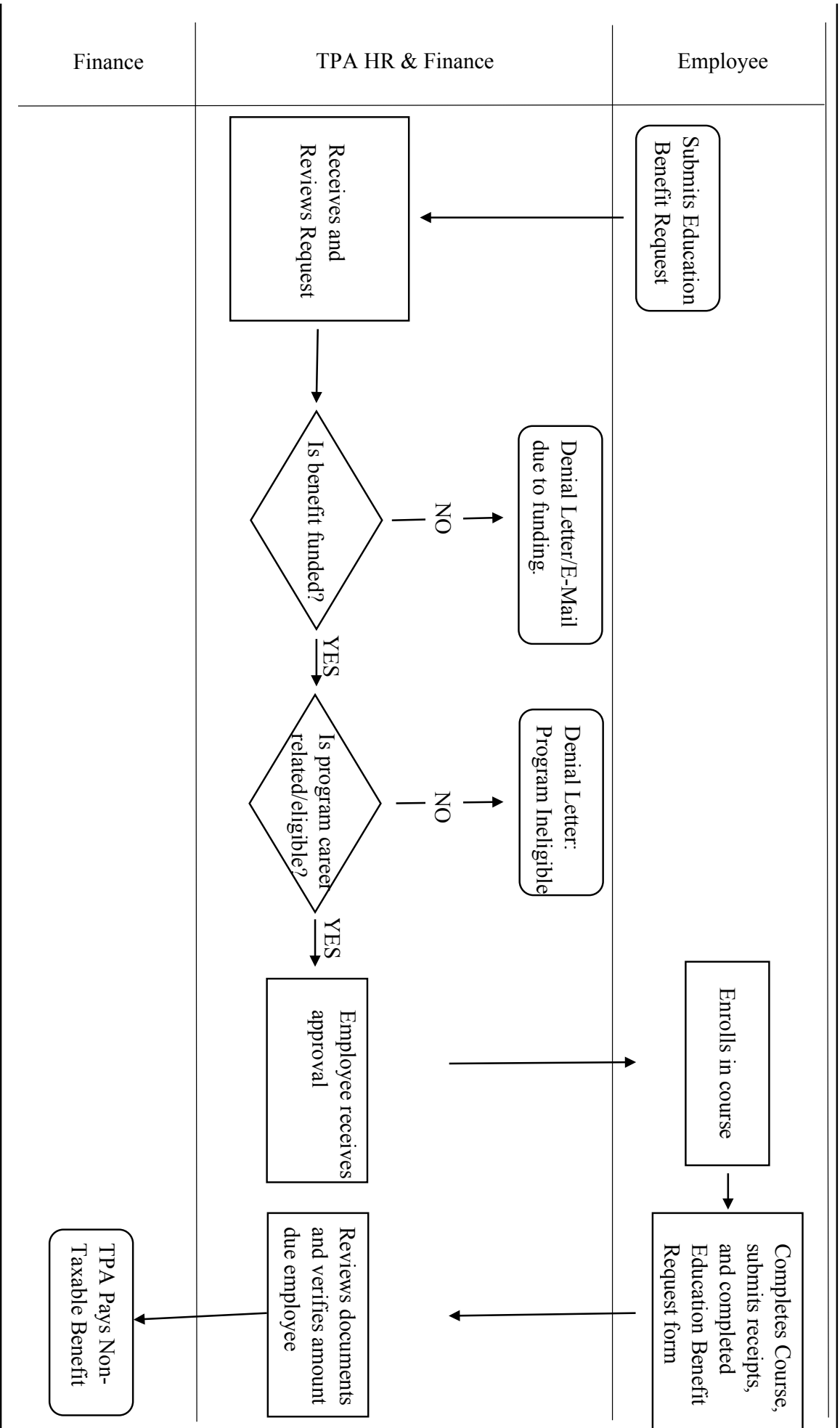
Upon completion of the course, the employee must submit the following documents to the Finance Department: receipt showing payment for course, Documents showing course completion (final grade or copy of certificate earned), and a copy of the approved Education Benefit Request Form.

Upon receipt and processing of the required paperwork by the Finance Department, the employee will be reimbursed up to a maximum of \$5,250.00 per year.

Travel or commuting expenses are not permitted under this policy.

Adopted by Tradepoint Atlantic Executive Committee: July 26, 2017

### TPA Tuition Reimbursement Process





**TRADEPOINT ATLANTIC EMPLOYEE TUITION REIMBURSEMENT PROGRAM  
EDUCATION BENEFIT REQUEST FORM**

Return this completed form to the Finance Department **prior to the first day of the course(s) for which you are requesting reimbursement or you will not be eligible for reimbursement.**

Reimbursement will occur upon enrollment and submission of receipts showing payment.

If you are a full-time, regular employee who has been employed with Tradepoint Atlantic, you are eligible for participation in this program as long as your degree program is job-related. Subject to funding availability, Tradepoint Atlantic will reimburse up to \$5,250 per year of costs 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. **After receipt of reimbursement, if you voluntarily terminate employment within two years of receiving tuition reimbursement, you will be required to repay 50% of the amount reimbursed.**

Upon course completion, you must submit the following to Finance Department for reimbursement. **If you do not submit the required documentation within 60 days of course completion, you forfeit the reimbursement.**

Email approval from supervisor;  
Completed Education Benefit Request Form; and  
receipt from educational institution.

Reimbursement will generally occur within four (4) weeks of receipt of all materials described above.



## EDUCATION BENEFIT REQUEST FORM

Section I—Employee Eligibility

New participant

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Work e-mail: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Supervisor: \_\_\_\_\_

***Enrollment Information:***

Institution Name: \_\_\_\_\_

Degree sought:

Certification:       Professional     Continuing Education

Undergraduate:     Associate     BA/BS

Graduate:           MA/MS       PhD           JD

Other \_\_\_\_\_

Are these courses for your:       Current job     Future career development     Both

***Course(s) Information:***

Semester	Term and Year (Spring/Summer/Fall/Winter)	Course Title	Course Number	Start Date of Course	Last Date of Course	Amount Requested

\*Please indicate if the course grants academic credit.

**Section II—Employee Certification:**

- Educational institution is accredited.
- I understand that I must submit the required documentation within 60 days of course enrollment or I will NOT receive reimbursement. You must also be actively working and in a benefits-eligible status on the date your reimbursement request is submitted.
- **If I voluntarily terminate employment within two years of receiving more than \$2,500 in tuition reimbursement, I understand that I will be financially responsible to repay 50% of the amount reimbursed over \$2,500 and I hereby authorize Tradepoint Atlantic to deduct this amount from my paycheck.**
- I have received approval from my supervisor

Employee Signature

Date

\_\_\_\_\_

\_\_\_\_\_

Supervisor Signature

Date

\_\_\_\_\_

\_\_\_\_\_

**For Internal Use Only:**

*Approved*

*Denied*

*Amount Approved:* \_\_\_\_\_

*Reason:* \_\_\_\_\_

*Approved by:* \_\_\_\_\_

*Denied by:* \_\_\_\_\_