



TUITION REIMBURSEMENT

PURPOSE:

Greater New Beginnings (GNB) recognizes that educational development is important and should be encouraged. GNB's Tuition Reimbursement plan is established to provide an opportunity for employees to obtain additional education or training in order to increase their competence in their present jobs and to prepare for future advancements within the company.

POLICY:

Greater New Beginnings will reimburse PT (20hrs/week) and FT (40hrs/week) employees for pre-approved tuition expenses. Tuition reimbursement will be provided up to an annual maximum of \$250 for PT and \$500 for FT employees.

Eligibility

All PT and F employees are eligible for this program upon completion of their 90-Day Introductory Period.

Approved Programs & Courses

Degree Programs

Tuition reimbursement is available for associate, bachelor or graduate degree programs, pending they are GNB job-related. Colleges or universities must be accredited by an accrediting agency that is recognized by the U.S. Secretary of Education and is available on the U.S. Department of Education's web site.

Non-Degree Programs

Individual classes outside of a degree program will be reviewed for approval on a case-by-case basis and are restricted to courses that are directly related to your present position or to prepare for another specific position in the company. Courses that meet this criterion, but are not consistent with the intent of this program may be denied for reimbursement.

Reimbursement Level

Tuition reimbursement will be provided up to an annual maximum of \$250 for PT and \$500 for FT employees. Expenses such as textbooks and lab fees are eligible for reimbursement. The annual maximum is based on the calendar year, January through December. Reimbursement

Greater New Beginnings Youth Services, Inc. – Human Resources

Policy #GNB ADM 118 • Created: 12/2019 • Revised:

will be credited to the calendar year in which the class was completed. For example, if a class is completed in December but the reimbursement is not paid until January, the reimbursement is considered part of the prior year annual maximum allowable amount. New hires are limited to one-half the annual maximum during the first six months of their employment. Reimbursement will be paid at 100 % (up to annual maximum) as long as you receive a grade of C or above, or "pass" in a pass/fail class.

Employee Responsibility

Pre-Approval

YOU MUST HAVE YOUR COURSES PRE-APPROVED BY GNB MANAGEMENT IN ORDER TO BE ELIGIBLE FOR REIMBURSEMENT. Any tuition reimbursement request submitted to GNB Management after the class has started will be denied. To have your class pre-approved, obtain a Tuition Reimbursement Request (available in the GNB Office) and have your Facility Manager sign acknowledging submission. Once approved, forward form to GNB Office for approval by GNB Management Team. You will be notified whether your request has been approved or denied, usually within ten (10) working days of receipt of your form. The Tuition Reimbursement Request will be returned to your attention.

Applying for Reimbursement for Your Tuition

After you have completed the class, you must re-submit the pre-approved Tuition Reimbursement Request to the GNB Office within 60 days of completing the class. The following information must be attached:

1. Evidence of the grade earned: Official grade report or transcript (internet printouts are not acceptable).
2. A verified statement of the cost of tuition or adequate receipts.

Allow at least 20 working days for reimbursement after submitting all relevant documentation to the GNB Office

If You Terminate Employment

Involuntary Termination

If you are terminated by the company for any reason except business conditions, eligibility for reimbursement ends immediately, whether your class is completed or not and whether you have been approved. If a participant is laid off or terminated due to a slow economy, job elimination, or other business conditions over which the employee has no control, the employee maintains eligibility for reimbursement at the completion of the course, as long as the class began prior to the layoff or termination and was approved per the process above.

Voluntary Termination

If participants quit their employment with GNB before the class is completed, eligibility ends immediately.

Payout with Waiver

There is no provision to be paid if one opts not to use their annual maximum tuition reimbursement amount.

TUITION/EDUCATION REQUEST FORM

This form should be completed and a photocopy should be sent to GNB Administrative Officer. The original form and supporting documents should be given to the Facility Manager per the instructions above. Forms must be completed and final approval received prior to the first day of class.

Employee Name: _____ Phone Number: _____

Address: _____ City/Zip Code: _____

Social Security #: _____ Email: _____

Job Title: _____ Name of School: _____

Proposed Course is: Undergraduate Course Credit Graduate Course

Credit Course Number: _____ Course Title: _____

Credit Hours: _____ Course Begins: _____

Course Ends: _____ Tuition, Fees and Itemized Receipts Required

Are courses for a credit leading to a degree? Yes No

Name of Diploma/Degree: _____

Major Field of Study: _____

Are you receiving VA benefits or other educational financial support?

Yes No If yes, what assistance? _____

Attach supporting documentation addressing the following questions and any other comments:

Greater New Beginnings Youth Services, Inc. – Human Resources

Policy #GNB ADM 118 • Created: 12/2019 • Revised:

How does the proposed course of study relate to your job assignment/position duties?

If the course meets during your normal work hours, how will your work schedule be adapted?

How will the course-provided knowledge/techniques improve your performance and be useful to the company? _____

I have read and understand the Tuition Reimbursement Policy and agree to the terms of the policy.

Employee Signature: _____ Date: _____

Review and Signatures: Obtain Facility Manager signature below and submit to GNB Management Team. If approved, GNB Management will send copy to employee. GNB Management will also e-mail notice of approval to the employee and employee's Manager. If request is not approved, GNB Management will inform the parties of the decision.

Facility Manager Signature: _____ Date: _____

GNB Management Signature: _____ Date: _____

Approved Denied If denied, state reason: _____

Greater New Beginnings Approving

Signature of Managing Committee / Date

_____ Date of Approval: _____