APPLICATION FOR EDUCATIONAL AID

BRIEF RULES & REGULATIONS – REFER TO EDUCATIONAL AID POLICY FOR COMPLETE DETAILS

1. Applicant must be a full time or part-time employee with benefits, with **at six (6) months of continuous service**. Part-time employees shall be eligible for a prorated benefit based on the number of hours of regularly scheduled work.
2. Obtain signatures of your immediate Supervisor and Human Resources Business Partner (HRBP) on the completed application.
3. Submit the completed and signed application along with the institutional accreditation verification, to the HRBP, **prior to commencement of classes**, for final approval.
4. **Failure to fully complete all sections of this form or receipt of the application by the local HR Dept after commencement of classes will result in disqualification of the educational aid application.**
5. A completed application must be submitted for **each semester, quarter, or class interval.**
6. Costs for tuition & fees will be paid in advance by the employee. (See Educational Aid Policy for eligible courses).
7. All courses must be delivered by an institution **accredited** by the Association of Colleges and Secondary Schools or its equivalent.
8. An Educational Aid benefit amount of $5,250 per year is available for full-time Gates employees. This benefit amount can be applied to any qualifying expenses, per the following schedule:
   For undergraduate and graduate courses satisfactorily completed with a "C" grade or better, or a "Pass" grade for Pass/Fail classes:
   - 100% of qualifying course fees and lab fees
   - 100% of the cost of required textbooks

   To request reimbursement, submit the following items to the local HR Dept.
   - Itemized receipt indicating expenses have been paid
   - Receipt for all required text books
   - Final grade report
   - Other educational aid sources and amounts, if applicable
9. An employee who leaves the employment of Gates Corporation, either voluntarily or as a result of discharge for cause, within one year after receiving educational aid, will be expected to reimburse Gates Corporation on a prorated basis. The prorated amount will be based on the number of months remaining in the 12-month period since class completion date. Gates Corporation reserves the right to recoup any monies due through payroll deduction from the employee's last paycheck. In the event the amount due exceeds the amount of the final paycheck or the amount that can legally be deducted from the final paycheck, it is the employee's responsibility to make repayment arrangements with the company. The company may pursue legal options should the employee fail to repay the amount due.

TO BE FILLED IN BY APPLICANT

NAME	MAIL CODE/LOCATION	APPLICATION DATE
SOC. SEC. NO.	DEPARTMENT	
POSITION TITLE	PHONE	HIRE DATE
ADDRESS		

REGISTERED COURSES	UNDERGRADUATE OR GRADUATE	# CREDIT HOURS	CLASS BEGIN DA	CLASS END DATE/YEAR	TUITION COSTS
NAME OF COLLEGE/UNIVERSITY					

THE FOLLOWING IS MY EDUCATION PLAN OR IMMEDIATE OBJECTIVE AND HOW IT RELATES TO MY JOB OR FUTURE AT GATES CORPORATION:

_____

_____

Employee Signature: _____ Date: _____

Denver Employees/Field Sales

Immediate Supervisor _____ HR Manager _____

(Print Name) _____ (Print Name) _____

(Date) _____ (Date) _____

Non-Denver Locations

Immediate Supervisor _____ Local HR Manager _____

(Print Name) _____ (Print Name)____ _____

(Date) __ _____ (Date) _____ _____