



Educational Aid Policy

Department: Human
Date of Review/Revision: Resources
January 2018

Purpose

The purpose of this policy is to provide assistance with continued learning and development. At Gates we recognize our people as being one of our greatest assets.

Definitions

Eligible Employee: U.S. non-union full-time employees and part-time with benefits employees, working 30 hours or more, with six months continuous service are eligible to participate in the Gates Educational Aid program

Eligible Courses:

Courses from accredited university resulting in an associates, bachelors or advanced degree and are applicable to the employee's current or likely future position with the company. Courses must be approved by supervisor's and local HR Manager's approval prior to course commencement.

Ineligible Courses:

- College course work, which takes place during an employee's work hours, such as Executive MBA programs, will not be covered unless requested by Executive Management.
- Continuing professional education, company mandated training, seminars, meetings, workshops and other developmental training are not covered by this policy. (These should be covered by the departmental training budgets.)

Approved Institutions:

- All courses must be delivered by an institution accredited by the Associates of Colleges and Secondary Schools or its equivalent.
- It is the employee's responsibility to provide proof of institutional accreditation.
- Courses from accredited institutions can be delivered via web-based instruction, video, or classroom instruction.

Qualifying Expenses:

The annual amount is a maximum of \$5,250 per calendar year based on the reimbursement date. Gates will reimburse the following if the courses are completed with an "C" or better:

- 100% of qualifying course fees, lab fees and placement tests.
- 100% of the cost of required textbooks
- Fees not covered but not limited to are:



- Admission fees, student fees, mascot fees, bus pass, student health fees, tuition deferral, parking and other miscellaneous fees not directly related to tuition.

It is the employee's responsibility to disclose if he/she is receiving aid from another source. This must be disclosed along with the Educational Aid Application before submitting.

Procedure

Application Procedure:

- Employees seeking educational aid must complete the Educational Aid Application.
- Obtain signatures of your immediate supervisor and local HR Manager on the completed application **prior to the commencement of course date**.
- Submit the completed and signed application, along with the institutional accreditation verification to the local Human Resources Department. A completed application must be submitted for each semester, quarter or class interval. **Forms received after classes have started will not be accepted and will not be reimbursed.**

Reimbursement:

- Within 30 days of completing a class(es), the employee must submit proof of a final grade(s) and the **Tuition Reimbursement Form** listing expenses along with an itemized statement from the institution for proof of payment that shows course name and corresponding tuition fees to the local Human Resources Department. Upon verification of the above information, reimbursement payment will be processed through payroll.

Documentation that must be submitted for reimbursement:

1. Signed and approved Educational Assistance Application
 2. Itemized statement from the college. This statement must show all the fees that are included for tuition reimbursement.
 3. Detailed receipts for books
 4. Signed and approved Tuition reimbursement form
 5. Grade sheet
- According to current IRS guidelines, up to \$5,250 per calendar year is paid to an employee. Therefore annual \$5,250 is determined by the date the tuition reimbursement is paid. Not by when your course start date or course end date.
 - An employee, who terminates, either through layoff or job elimination, may be reimbursed if he/she begins class(es) prior to notice of termination and successfully completes the course(s).
 - No employee who is terminated for cause by Gates Corporation will be reimbursed.
 - An employee who voluntarily leaves the employment of Gates Corporation, 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 the last check date in which tuition was reimbursed.



- Example: An employee completes a class on April 30th, for which he/she receives \$1000 reimbursement. The employee voluntarily leaves the Company on July 31, three months after completing the class. There are 9 months remaining in the 12- month period since completion: $9 \text{ months} / 12 \text{ months} = 75\%$. In this example, the associate will be expected to repay 75% of the original reimbursement, or \$750.

Gate Corporation reserves the right to recoup this money through payroll deduction from the employee's last check.

Who to Contact

Immediate supervisor or your Human Resources Manager