



Tuition Reimbursement

All US Locations

PURPOSE

The intent of the Tuition Reimbursement Program (the "Program") is to encourage employee career development through reimbursement for approved educational programs that enhance knowledge, skills and capability in current and future positions with Werfen.

ELIGIBILITY

All full-time or part-time Werfen employees, scheduled to work 20+ hours per week, in the US are eligible for this benefit as of their date of hire. Contractors, Temporary employees, interns and cooperative program employees are not eligible for the Program.

Employees must be employed by the Company before the start date of the course and remain employed and in good standing when the course is completed.

Courses eligible under this policy include undergraduate and graduate level job-related degree programs and job-related courses that are not part of a degree program. Non-job-related courses taken to satisfy the requirements of an eligible degree program are eligible for reimbursement. Only schools accredited by recognized national or regional accrediting agencies are eligible for the Program. Distance Learning programs and correspondence schools may be approved if the programs are accredited as mentioned above. All programs are subject to individual review and approval is at the sole discretion of the Company. The number of courses taken at any one time is limited to two courses per school term, not to exceed six courses in a calendar year.

Non-graded courses, instructional software, school fees, graduation fees, meals, travel expenses, parking fees, late fees, interest/finance charges, refresher courses, certification exams or programs (i.e. CPA exam), entrance exams (i.e. SAT, LSAT, GMAT, GRE, etc.), and professional seminars or conferences are not eligible for reimbursement.

GRADING REQUIREMENTS

Employees will be required to submit formal documentation of course performance. Reimbursement will be considered if the following grading criteria are met:

- Undergraduate Courses: Grade of "C" or higher
- Graduate Courses: Grade of "B" or higher

For the purpose of this policy, the grades listed above include all grade variations (pluses and minuses, Pass/Fail courses may be considered if all other criteria are met)

REIMBURSEMENT

Werfen may reimburse eligible employees for the cost of tuition, books, registration and laboratory fees for approved courses, up to a maximum of \$5,250 per calendar year, tax-free.

PROCEDURE

Failure to follow the procedures outlined in this policy may disqualify an employee from receiving tuition reimbursement benefits.

Prior to Course Registration

Before course registration, the employee and manager/supervisor should discuss the course's relevancy to the employee's current or future career growth with Werfen.

The employee:

- a. Completes **Part A** of the Tuition Reimbursement Request Form prior to the start of each course.
- b. Submits the form for approval and signatures to the Department Manager, Second Level Manager, and Benefits Team.
- c. Retains the approved form until the completion of the course.

After Completion of Course

The employee:

- a. Completes **Part B** of the Tuition Reimbursement Request Form and submits it, along with grade reports and itemized receipts for tuition, fees and book costs, to the manager/supervisor for approval. Documentation provided must clearly state name of the educational institution.
- b. Once approved, the employee forwards the completed form and the related documentation as noted above to the Benefits Team.

Upon receipt of all completed and required forms the Benefits Team will review to ensure all required documents have been signed and provided. Approved and completed submissions will then be sent to Payroll for processing.

Please note, reimbursement is made via the payment method in place with payroll, either direct deposit or live check.

ADDITIONAL TERMS AND CONDITIONS

- A. Taking a course pursuant to this program does not alter or limit the employees' obligation to perform their job duties, which take precedence.
- B. Participation in the Program is not to be interpreted as a guarantee of a promotion or promise of a future higher position within the Company. The Program is solely intended to encourage career and professional development through educational training programs.
- C. Approved courses should be taken on the employee's own time and must not interfere with the employee's schedule and role responsibilities with the Company. An employee who wishes to enroll in a course that is available only during normal working hours may be given special consideration upon receiving written approval by their Department Vice President. This consideration is limited to one such course in a semester.
- D. No reimbursement is made when an employee is not able to complete a course for reasons other than Company initiated work requirements.
- E. Any portion of educational costs paid or eligible for payment under the G.I. Bill or under any grant or scholarship are not simultaneously eligible for reimbursement under the Program. The total reimbursement from these sources and Werfen's contribution must not exceed the total eligible costs.
- F. The Company reserves the right to deny application for tuition reimbursement for any reason, including without limitation, poor performance by the employee, disciplinary actions taken against an employee, and the judgment that the course of study is not likely to materially increase the employee's contribution to the Company.
- G. This is not a contract and does not change the nature of employment-at-will. Nothing in this policy shall be construed as a guarantee of continued employment.
- H. The Tuition Reimbursement Program is maintained at the sole discretion of Werfen and may be modified or discontinued at any time.