



Tuition Reimbursement Application and Approval Form

Employee name _____ Employee ID _____

Department _____

Years of service _____

Institution _____ Degree Sought _____

Course Title	Credit hours	Course start date	Course end date

Upon completion of course, a grade report (indicating a grade of 3.0 GPA, 80% or a B or higher will be required along with a receipt of tuition payment within 30 days of course completion.

☐ I have read the attached Tuition Reimbursement Policy and agree to abide by the policy.

Employee Signature _____ Date _____

Approved by:

Supervisor/Manager Signature _____ Date _____

Director of Training and Development _____ Date _____

Tuition Reimbursement Policy

Purpose: The tuition reimbursement policy is established to support employees who wish to pursue further education to enhance their growth and professional development, maintain and improve their job-related skills, and contribute positively to the Benchmark's goals.

Eligibility:

- Full-time employees who have completed at least one year of continuous service with the company are eligible for tuition reimbursement.
- Part-time employees are not eligible
- Courses and Programs must be approved.
- Reimbursement may be provided for courses or programs directly related to an employee's current role, that will contribute to their professional growth within the company, or related to a position they might have at Benchmark in the foreseeable future.
- The courses must be offered by an accredited institution or recognized educational provider.
- Approval for courses will be evaluated by the Director of Training & Development prior to enrollment.

Reimbursement Amount:

- The company will reimburse only for tuition fees, up to a maximum annual limit of \$3,000. Textbooks, materials, and/or other related expenses are not covered under this policy.

Conditions for Reimbursement:

- Employees must receive a 'B' grade or higher, equivalent of 3.0 GPA, or 80% or higher to be eligible for reimbursement.
- Employees must submit proof of payment and successful completion of the course or program to Leadership & Culture within 30 days of course completion.

Limitations:

- Employees may be reimbursed for a maximum of \$3,000 per calendar year.
- Reimbursement is subject to available budget allocations and will be provided on a first-come, first-served basis.
- Courses and related coursework generally may not be scheduled during the employee's normal working hours.
- Employees must continue to be active and perform their job satisfactorily to remain eligible for reimbursement.
- It is Benchmark's hope that the tuition reimbursement policy will support the development of an employee's skills, but the company does not promise or guarantee that more education will result in a promotion, a new job assignment, or a pay increase.

Agreement and Repayment Obligation:

- Employees receiving tuition reimbursement agree to remain employed with the company for a minimum of one year after the completion of the course.



- If an employee voluntarily terminates their employment within one year of the last tuition reimbursement payment, the company will consider the amount paid to be a loan and will require the employee to repay up to 100% of the total tuition reimbursement payments for the last 12 months.

Procedure:

- Employees must fill out the tuition reimbursement request form, obtain necessary approvals, and submit it to the Director of Training & Development before the start of the course.
- Upon successful completion, employees should submit proof of completion and payment to the Director of Training & Development within 30 days of course completion.
- Reimbursement will be processed according to the company's standard payroll procedures.

Review and Changes:

This policy is subject to periodic review and may be revised or updated at the discretion of the company.