

## **ERC Survey on Tuition Reimbursement Policies**

1. **Is there a waiting period for new hires? If so, how long?** 90 days \* Immediately upon employment\* One Year \* Yes, one year \* No policy, we don't do it. \* Yes, 60 days \* Yes, must be employed one year with a good performance and attendance record. \* Yes, 90 days.
  
2. **Does the policy have limits such as maximum number of credits or dollars per year?** 6 college credits per spring and fall semester, total per year.\* Maximum 6 courses per academic year. \* \$5,000.00 \* Yes, one class per semester \* 2 classes per school semester \* Limitation is part time credits. \* Yes, \$1,600.00.
  
3. **Are books and fees paid by the company?** Yes. \* The Program will pay 100% of : 1. tuition or registration fees for up to two (2) approved courses per semester with a maximum of six(6) courses per academic year. 2. Cost for required textbooks, laboratory fees and nonrefundable library fees associated with those courses. 3. College Level Examination Program(CLEP). An employee who wishes to take the exam(s) should submit the number of credits received and will be reimbursed accordingly. \* Yes \* No \* Yes \* Books and some fees are paid. \* Maximum paid towards books is \$100.00.
  
4. **Does the policy only cover course tuition or are seminars and workshops included?** Tuition. \* Education not covered by this policy includes: 1. Specialty courses or programs taught at company's locations or taken simultaneously by groups of company employees. They may be expensed instead through departmental budgets. 2. Seminars or special training courses sponsored by organizations outside of company. Expenses for these courses may be charged to the employee's departmental budget. 3. Correspondence courses of any kind. \* Seminars and workshops are typically paid for directly by the company and not a reimbursement program. \* Tuition only \* Policy only covers tuition. Seminars and workshops are generally paid in full by the company \* Accredited courses and must be related to career development for Company. \* Seminars and workshops are included.
  
5. **What % of the tuition is paid? Does it depend on the grade?** 100% if grade is C or better. \* At course completion, the employee will submit documentation of course grades and a paid receipt to the Human Resources office for reimbursement. Satisfactory competence is a final course grade of "C" or better for undergraduate courses, and "B" or better for approved graduate courses. If the course was not completed or failed, the employee will not be eligible for educational financial assistance until an eligible course has been completed with the required grade. Employee must maintain a cumulative GPA of 2.0 or greater to receive reimbursement. \* A=100%, B=90%,C=80%,D=0% \* 100% \* Yes. 100% for an A, 75% for a B and 50% for a C. \* Grade 3.0 or higher-100%, grade 2.0 up to 2.9- 75% and under 2.0 there is no reimbursement.

**6. Does the company pay “up front” or does the company pay only after the employee completes the course?** Employee may request 50% up front. \* After completion. \* After completion course is reimbursed. \* Usually afterwards, but have paid up front on occasion \* After completion of the course. \* All tuition and other fees paid up front; failing grade disqualifies for future.\* Associate may request 50% prior to start of course.