

## TEACH Education Reimbursement Plan

### **I. Objective**

TEACH offers educational reimbursement benefits to encourage self-development by providing financial assistance for certain education related expenses. This benefit is intended to encourage professionalism and assist employees in increasing effectiveness in their current position or developing capacity to expand their responsibilities.

The TEACH Educational Reimbursement Plan includes assistance with the cost of tuition and required textbooks and supplies related to the pursuit of a degree or the expense related to a non-degree college course as well as TEACH approved Certification or Licensing programs, including examinations required as part of those programs.

### **II. Reimbursable Costs**

Tuition Assistance provides reimbursement for the cost of tuition and required textbooks and supplies related to an eligible course taken at an accredited college or university. Tuition Assistance is available for courses towards a degree that is consistent with the employee's ability, potential, scholastic background and for which a reasonable chance exists for the employer to use the acquired knowledge. The degree must be reasonably applicable to the work the employee is doing or might reasonably be expected to do and the degree must be in a field of interest to TEACH and a reasonable chance for TEACH to derive benefit must exist.

Non-degree courses provided by an accredited college or university, business or technical school can also be eligible for tuition assistance. Non-degree courses must be approved by the HR/COO team who will evaluate the school's standards and determine if costs are compatible with the level of training received.

Ineligible courses include recreation or leisure time courses, preparation courses for entrance exams such as the LSAT, GMAT or GRE.

Certification and licensing assistance is also available. Certification and licensing assistance provides reimbursement for expenses related to the preparation for and taking of an exam required to obtain a company-approved certification or license. Allowable expenses related to obtaining a certification or license include exam fees, fees associated with sitting for an exam, such as background check or application fee, travel expenses, or expenses associated with a review course.

### **III. Eligibility**

Both full and part time regular employees of TEACH, Inc. with satisfactory evaluations will be eligible to participate in the plan.

### **IV. Pre- Approval**

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Pre-approval for educational reimbursements is at the discretion of the HR/CFO team. **Appendix A** outlines the steps required to obtain pre-approval.

Pre-approval is essential for the organization's budgeting process. Employees should obtain approval prior to enrolling in a course or beginning a program to avoid incurring expenses that are not reimbursable under the Plan.

When reviewing proposals for approval, the review team will take into consideration the following factors:

1. The impact the courses are likely to have on the employee's performance and contributions to TEACH.
2. The alignment between the curriculum and the opportunities for application of the skills and knowledge at TEACH.
3. The past performance of the employee.
4. The availability of funds.
5. Other applicants for Educational Reimbursement during the same or overlapping time periods.

### **V. Requesting Reimbursement**

Once a course has been completed with a grade of "C" or better (or Pass if Pass/Fail) an employee may request reimbursement for eligible expenses related to the course, as described above.

Reimbursement requests must be submitted no later than six months from the date the course was completed. Reimbursement requests submitted more than six months following course completion are ineligible for reimbursement.

Request for reimbursement must be submitted within 30 days of receiving grades.

### **VI. Reimbursement Maximum**

An employee may be reimbursed for eligible expenses up to a maximum of \$3000 per calendar year for an approved degree program, and \$6,000 maximum per employee. Reimbursement will be paid approximately six months after Reimbursement Request materials are submitted.

### **VII. Termination of Employment**

Terminated employees are not eligible for reimbursement, even if preapproved.

Employees who voluntarily leave employment after starting a course eligible for reimbursement under the plan are not eligible for reimbursement.

### **VIII. Modification and Termination**

TEACH, Inc reserves the right to modify or terminate this Plan, in whole or in part, in such a manner as it shall determine for any reason.

## **Appendix A**

### **Pre- Approval Process**

The following steps should be taken to obtain approval prior to beginning a course or program.

#### **A. Degree Program**

The following documentation is required to submit a degree program request:

- 1) A description of the program, including program curriculum and courses required to obtain the degree.
- 2) A narrative explanation from the employee describing how the course of study and/or degree will enhance the work that he or she is doing for TEACH, or how TEACH will benefit from the educational program.
- 3) The cost of per credit hour.

#### **B. Non-Degree Course, License or Certification**

The following documentation is required to submit a Non-Degree Course or License or Certification Assistance Request:

- 1) A description of the course, including the cost and duration of the course.
- 2) A narrative explanation from the employee describing how the course of study and/or license or certificate will enhance the work that he or she is doing for TEACH, or how TEACH will benefit from the educational program.
- 3) The cost per credit hour.