



"Creating Life Opportunities"

Policy and Procedure # 725

Tuition Reimbursement for Employees

Approval: /S/ Danielle Cook

Effective Date: 8/4/2021

POLICY:

EFI knows that the cost of tuition can make it challenging to earn a college degree. That is why EFI offers Tuition Reimbursement to its employees. Tuition Reimbursement is money to help pay for college courses that are taken at an "approved school" such as a two- or four-year public or private college or university, business, technical or vocational school; graduate or postgraduate school that is accredited by the Department of Education.

PROCEDURE:

EFI may reimburse up to \$5250.00 per year per employee for Tuition Reimbursement when funds are available and if:

1. The employee has been regularly scheduled full-time for at least twelve (12) months.
2. In the opinion of management, the courses selected are directly related to the employee's job and to the purpose of EFI and are intended to help the employee obtain his or her undergraduate degree.
3. The employee has obtained prior approval from the Executive Director.
4. The employee completes the course with a final grade of C (2.0) or better. In the case where a college does not utilize the grading system, the employee must pass the course.
5. The employee remains employed at the nonprofit for a full year after completion of the course. If the employee does not remain with EFI for the full 12 months, they may be required to repay 100% of the cost of the course or a portion of the cost based on the number of months he or she was employed following completion of the course.

Tuition Reimbursement Procedure

1. Fill out the Tuition Reimbursement request.
2. Attach a copy of your itemized tuition bill to the request.
 - a. This bill must have your name, the school's name, the academic term, tuition, and fees listed as line items. If your bill is missing any of this information, your request cannot be approved.

Transcripts

1. You must provide a transcript to the Executive Director, showing grades within 3 months of the last day of your class to avoid repayment.



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2. If your transcript lists a withdraw or incomplete for any of the classes or materials that EFI reimbursed for, these will constitute for an automatic repayment.

Employee's requesting to utilize Tuition Reimbursement funds must copy this policy, sign, and date below and submit with a Tuition Reimbursement request, the finance department.

I have read, understand, and will abide by the above stated policy.

Printed Name

Signature

Date