



## Tuition Reimbursement Program

AV is committed to providing employees with the opportunity to enhance and develop their knowledge and skills to meet the individual's career development goals as well as develop our workforce capabilities. AV recognizes that obtaining a higher education can be a key component to support this objective. This policy outlines the eligibility and requirements of the employee to participate in tuition assistance.

### **Scope:**

This policy covers reimbursement for tuition assistance to an accredited college or university for which an employee seeks financial assistance from the company. Company required training, seminars and conferences are not covered under this program, see Education Assistance and Training Program. Approval may be subject to various business constraints.

### **Definitions:**

- **Active:** employed by the company at time of request and payment.
- **Accredited Institution:** A school with accreditation from the accrediting body that is recognized by the Council for Higher Education Accreditation, or by the US Department of Education.
- **Annual reimbursement limit:** Maximum reimbursement that can be received in a calendar year regardless of when course was completed.
- **Fulltime:** Employees who are normally scheduled to work a minimum of 30 hours per week and who qualify for all company provided benefits.
- **Job-related:** As determined by the Supervisor where the course is relevant to the work performed but not required to perform the job.
- **Lost wages:** Unpaid wages for time taken off work during your normal scheduled work day to attend a class.
- **Passing grade:** A grade of "B" or better, a score of 80% or higher, or a "Pass" in pass/fail courses.
- **Regular:** Full time AV employees.
- **Supporting Documentation:** Documentation provided by the institution that shows their name, address, name of course, dates course is held, times, break down of all costs, brief description of the course and a program outline showing course requirement.



### **Policy:**

Tuition Assistance is offered in accordance with the rules and conditions outlined in this policy. AV reserves the right to update, modify or terminate this program at any time without binding itself to or fulfilling any specific course of action from past or future commitments. People & Culture maintains authority and discretion over decisions and circumstances not covered in this policy.

Participation in this program does not constitute a contract of employment, give rise to any expectation of continued employment, promotion or increase in compensation, or diminish the right of either the employee or the Company under applicable law to terminate the employment relationship at any time, with or without cause.

Initial approval of a course does not obligate AV to continue to approve such courses or any other course in that area of study. Approval for graduate level courses in an area of study for one employee does not obligate the company to approve that area of study for another employee. Approvals are valid for the requested course(s) only in the semester approved. Approval for additional courses will be made on a semester-by-semester basis. Future approval for tuition reimbursement may be discontinued for any reason including a decrease in work performance by the employee, a change in job responsibilities or a change in the AV Tuition Assistance program.

### **Eligibility:**

This program is eligible to all [active, regular, full-time](#), exempt and non-exempt employees currently meeting or exceeding performance expectations and who have completed a minimum of six months of continuous employment prior to the start of the course. Employees on a leave of absence are not eligible to participate in tuition assistance.

### **Requirements / Approval:**

Coursework must be completed at a regionally [accredited institution](#). Coursework, unless otherwise stipulated in this program, is not required to be associated with a college or university degree program or certification program. Vocational, technical and/or trade school programs may also qualify. Undergraduate coursework and Certificate programs may be in any area of study related to the business or industry. Graduate degree programs must be *related* to the employee's present position ([job-related](#)) or provide development for a future identified position in the company. Courses must not interfere with the employee's normal work schedule. [Lost wages](#) will not be reimbursed.

Courses require a pre-approved Application for Tuition Assistance with appropriate [supporting documentation](#) prior to enrollment. Approval must be received by the employee's immediate Manager, the department Vice President (or authorized budget owner) and the People & Culture Manager. Reimbursements are made following completion of the course with a [passing grade](#) of a "B" or better. Pass/Fail and Audited courses are not eligible for reimbursement.



### **Payments /Reimbursements:**

- The current [annual reimbursement limit](#) on approved tuition related expenses for **undergraduate degree programs** or courses not associated with a degree is \$5,250.00, subject to IRS tax rules and is recorded in the year that it is paid to the employee.
- The current [annual reimbursement limit](#) on approved tuition related expenses for **graduate degree programs** is \$8,000.00, subject to IRS tax rules and is recorded in the year that it is paid to the employee. Reimbursements above the IRS limits on fringe benefits will be added to the employee's income and subject to all appropriate taxes.
- Tuition assistance reimbursement related courses may not be paid using an AV credit card or by an AV check request to the vendor.
- Upon completion of the course and receipt of a [passing grade](#) of a "B" or better, the employee will complete an expense report attaching the fully approved Application for Educational Assistance, the required [supporting documentation](#), proof of payment of all expenditures and proof of the [passing grade](#) from the institution.
- Course fee and materials should be charged to People & Culture (3000), GL account Tuition Reimbursement (6685).
- If the employee is receiving other funding for education such as through the GI bill, those funds must be noted on the Application for Tuition Assistance form and deducted from the requested tuition reimbursement request total. A copy of any corresponding paperwork showing your eligibility for such funds must be attached to the request.

### **Eligible Expenses:**

Expenses eligible for reimbursement for approved Tuition Assistance are:

- Course Tuition fees
- Examination fees
- Required laboratory fees
- Required textbooks and workbooks

### **Ineligible Expenses:**

Expenses which are not reimbursed the AV tuition program:

- Late fees and interest
- Institutions or programs of study not approved by the company and/or are unaccredited
- Audited courses
- Associated institution fees not directly related to the approved course/program (i.e. health care, administration fees)
- Parking fees/pass
- The cost of non-education/training related expenses (i.e. living expenses)
- Materials, other than course required materials (i.e. pens, paper)



**Employee Commitment:**

If the employee voluntarily leaves the Company prior to six (6) months after receipt of the reimbursement, the employee must reimburse the Company the full amount paid to the employee for all Educational Assistance and Tuition Reimbursement paid in the previous six (6) months.

Employees who voluntarily terminate employment, drop from a course, or are discharged for cause are not eligible for reimbursement. Employees must be active at time of reimbursement/payment.