



1 Purpose

AV recognizes the importance of continuous learning for employees. Our Tuition Assistance Program provides active, full-time employees with reimbursement for qualified educational programs. Active, full-time employees may request reimbursement up to \$5,250 annually for eligible undergraduate coursework, certificate programs, and non-degree courses. For graduate degree coursework, the reimbursement limit is up to \$8,000 annually.

2 Eligibility

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 are eligible for this program. Employees on a Leave of Absence are not eligible to participate in tuition assistance. Employee participation is voluntary.

Part-time employees, supplemental intern employees, temporary workers, and contractors are not eligible.

3 Policy

Undergraduate coursework, certificate programs, and non-degree courses that improve or develop an employee's knowledge and skills may be in any subject area related to AV's business or industry. Graduate degree coursework must be directly related to an employee's current role or provide development for a future position identified within AV.

To be eligible for reimbursement, an employee must maintain an active full-time work schedule and achieve a letter grade of "B" or higher in college-level coursework, or a "Pass" in non-graded courses. Reimbursable expenses include course tuition fees, required exam and lab fees, technology fees, and required textbooks. Expenses not listed, such as travel, parking, health fees, computer access fees, living expenses, meals, and late fees, are not eligible for reimbursement. Expenses must be submitted with receipts and grades within 60 days following course completion and final grading.

Employees must submit a request for Tuition Assistance before enrolling in any course or program. Degrees or programs with multiple courses only require initial approval of the whole program. Employees must ensure that coursework does not interfere with their normal, full-time work schedule or their ability to perform their job.

AV will not reimburse coursework that is in progress or planned unless the employee obtained pre-approval from their manager, department budget holder, and People & Culture. Educational expenses incurred for coursework taken during a Leave of Absence will not be reimbursed.

The employee must be an active, regular, full-time, exempt, or non-exempt employee during the coursework and at the time of reimbursement.

If an employee voluntarily terminates their employment within 12 months of receiving tuition assistance, they will be required to reimburse the company for the full amount of tuition assistance provided during the 12 months preceding the date of termination. Expenses reimbursed through subsidies, scholarships, or financial aid programs are not eligible for duplicate reimbursement through AV. The AV corporate credit card may not be used to pay tuition expenses under this policy.

Under IRS law, qualified educational assistance benefits are non-taxable up to \$5,250 per employee per year. Any reimbursement exceeding this amount will be added to an employee's wages and is



subject to applicable taxes. Please refer to [IRS Publication 15-B](#) and [IRS Publication 5137](#) for more information. AV pays the Tuition Assistance benefits out of its general assets.

3.1 Disclosures

People & Culture maintains authority and discretion over decisions and circumstances not covered in this policy. AV reserves the right to amend or terminate this policy at any time and without prior notice. If AV terminates this policy, we will reimburse pre-approved coursework in progress prior to the date of policy termination subject to the terms of this policy. AV will not reimburse any coursework that begins after policy termination.

4 Authority and Responsibility

Functional Owner(s)	Functional Participant(s)
People & Culture	All Departments