



PART-TIME EMPLOYEE TUITION REFUND PROGRAM

The objective of the tuition refund program is to afford part-time employees a reasonable opportunity for self-improvement through continuing education and training.

The program is available to part-time employees, **who work a consistent, scheduled 20 – 29 hours work week**, who wish to enroll in either courses or degree or license program geared to further high school or college education or special courses that are related to employment. An accredited high school, college or professional institution must conduct the courses. An Education Committee, consisting of the President/CEO, Chief Financial Officer, and immediate supervisor must give approval in advance of all courses or programs.

If Employee voluntarily leaves, reduces scheduled hours below the 20-hour threshold, or is involuntarily terminated for reasons other than job elimination, the employee must reimburse the Company based on the following scale:

- 100% if termination or reduced work schedule is within one year after reimbursement installment payment made,
- 66.7% if termination or reduced work schedule is after one year but, before two years after reimbursement installment payment made;
- 33.3% if termination or reduced work schedule is after two years but, before three years after reimbursement installment payment made;
- No reimbursement required three years after reimbursement installment payment made.

Employee agrees that if he or she (1) does not complete a course, (2) receives a final grade lower than a “C-” (or numeric equivalent) in a course or otherwise unsatisfactory score if not measured by a grade or a number (such as pass/fail), (3) resigns or gives notice of resignation of his or her employment before reimbursement is made, (4) reduces work schedule below 20 hours per week, or (5) is terminated for any reason except for job elimination, he or she becomes ineligible for reimbursement, even if approval was previously provided. In cases of job elimination, Employee may complete courses outstanding at the time of position elimination but is ineligible to be reimbursed for courses enrolled in after he or she has received notice of job elimination.

Employee Requested Courses or Programs

The tuition reimbursement program provides reimbursement of tuition and fees upon successful completion of courses based on the following scale:

- A(+/-) will be reimbursed at 45%;
- B(+/-) will be reimbursed at 35%;
- C(+/-) will be reimbursed at 25%;
- Lower than C- will not be reimbursed;
- If a course or program does not have an associated letter grading scale, reimbursement will be 35% after successful completion.

Reimbursement does not include books, manuals, supplies, or parking. Proof of payment must be presented before reimbursement will be made. Books will remain the property of the employee.

If the courses occur during the employee’s work schedule, the employee may request personal absence, vacation, leave of absence, time off without pay, or work schedule adjustment. The immediate supervisor will determine the granting of the request.

This Program is not an employment contract. Nothing in this Program is intended to alter Employee’s status, other than an at will employee. Participation in or completion of this program does not entitle participants to continued or full-time employment at Select Sires, Inc. or any of its member organizations.