

# Education Program

## The Purpose

Being genuinely interested in the advancement of our team members, it is the policy of the company to offer an education program.

## Who is Eligible?

To be eligible for the education program, a team member MUST:

- Remain free from discipline for a period of six (6) months and in good standing with the company. Should a counseling or discipline occur during an award period, payment will cease. After a period of six (6) months team members can re-apply for the education program.
- Have successfully completed a degree program or are actively pursuing a degree program that will aid or advance them in their current position or within the company.

## Acceptance & Award

The decision whether to accept a team member into the education program will be based on several factors including but not limited to the following considerations:

- The nature and purpose of the degree and the benefit to be derived by the company and the team member from the degree;
- The extent of participation already in the program;
- The team member's level of responsibility, status, years of service, and hours worked. NOTE: The standard waiting period for eligibility is six (6) months, but this may be waived with Executive Director and Human Resource Director approval.

The company maintains the sole discretion to approve or deny any application for the education program. Upon acceptance into the program, the team member must sign a repayment award agreement committing to remain in good standing with the company to receive repayment.

The yearly maximum repayment is not to exceed \$3,000.00 for each team member. For team members repaying loans, the award will be paid in monthly installments of up to \$250.00 each month the team member meets all program criteria. The awarded monthly amount cannot exceed the monthly loan payment amount. These award payments will be made on the first pay date of the month. For team members currently pursuing a degree, the award will be paid in lump sum after proof of obtaining a grade of at least a C or its equivalent in the class. This amount cannot exceed 100% of the credit hour cost of the class. Team members are able to simultaneously receive the monthly amounts and lump sum as long as the total amount per calendar year does not exceed \$3,000.00.

Should the team member voluntarily or involuntarily terminate employment all education payments will cease effective the last full pay period prior to termination. Team members who receive a lump sum amount and terminate employment within a year of receipt of the award or are not in good standing with the company are subject to the repayment of their award based on the promissory note.

# Education Program Application

## Completed by Team Member:

Team Member Name (Print): \_\_\_\_\_ Campus: \_\_\_\_\_

Department: \_\_\_\_\_ Position: \_\_\_\_\_ Date of Hire: \_\_\_\_\_

Institution: \_\_\_\_\_ Degree Earned/Pursuing: \_\_\_\_\_

Applying for: Student Loans  Current Classes  Both

### STUDENT LOANS:

Amount of Student Loans Owed: \_\_\_\_\_ Monthly Payment Amount: \_\_\_\_\_

Payoff Date: \_\_\_\_\_

Please provide a copy of your degree as well as records showing loan balance and monthly payment information along with your interest form.

### CURRENT CLASSES:

Name of Class(es)	Date Class Begins	Credit Hours	Fee per Credit Hour

Please provide a transcript of the class grade, which must be C or above and receipt of paid tuition.

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The education program runs January 1st through December 31st. A new form should be submitted for the next year in November.

By signing, team member acknowledges understanding of all terms and conditions of the program and agrees to remain in good standing with the company, free from any disciplinary action.

Team Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Completed by Campus:**

Team Member meets all program requirements: YES  NO

Total Education Amount Awarded: \_\_\_\_\_

Award Type: Student Loans  Current Classes  Both

Date of Award: \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Education Program Promissory Agreement

As evident by my signature below, I, \_\_\_\_\_, do hereby verify that I understand and agree to the following conditions of the Education Program.

The conditions are as follows:

1. The team member will pay in advance for all tuition, registration, books, and related material costs incurred.
2. Since the team member's conduct and behavior reflect on the company, the team member will do their best at all times to represent the company in a professional manner.
3. The amount of the award will be paid to the team member in monthly installments after providing a copy of the degree and records showing loan balance and monthly payment information OR after successful completion of a class providing a transcript of the grade which must be a C or above and receipt of paid tuition.
4. Time spent in class is outside of the team member's working hours, and will not be considered hours worked for pay purposes. Team members will not be compensated for the mileage to and from, time spent at, and the cost of books and materials needed for these classes. The yearly maximum education amount for each team member is limited to the lesser of \$3,000.00 or 100% of the credit hour cost of the class and monthly payment amounts of loan repayments.
5. If receiving a lump sum for a current class, the team member agrees to work at the campus for the duration of the class, plus an additional year after the completion of the class. The team member will not receive the award for the class(es) and/or will be required to repay the award to the company if the team member (for any reason) voluntarily or involuntarily does not complete the time of employment specified above or is no longer in good standing with the company.
6. If a team member does not complete one (1) year of employment with the campus following completion of the class(es) for any reason, they agree to pay a pro rated portion of the lump sum award back to the campus as follows:  
Scholarship Paid X (Months Not Worked in 12 Month Commitment Period ÷ 12 Months)  
(Example: Team member receiving \$3,000 leaves four (4) months after completing the class:  $\$3,000 \times 8/12 = \$2000$  to be repaid to the campus)
7. The team member agrees to pay back all money owed within thirty (30) days of notification or last day of employment. If payment is not made within this time, any remaining balance will accrue interest at 1.5% per month until the balance is paid.

I, \_\_\_\_\_ do understand and agree to the terms and conditions of this agreement.

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Signature of Team Member

Date

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Signature of Campus Administrator

Date