

## TUITION REIMBURSEMENT

WSI encourages employees to improve their effectiveness and prepare for future career opportunities at WSI. To promote employee development, WSI may provide reimbursement of tuition paid to accredited schools, colleges, and universities to regular full time employees up to a maximum lifetime of \$5,000. To receive this benefit, an employee must have successfully completed their orientation period prior to registering for a class. Employees must also be employed at WSI at the time of course completion in order to receive tuition reimbursement.

Courses directly related to the employee's present job are eligible for tuition reimbursement. Courses unrelated are not eligible unless the course is required to obtain a degree that is directly related to the employee's present job. Reimbursement is for tuition costs only. Reimbursement is not allowed for late fees, travel costs, textbooks, or supplies.

An employee must obtain approval for tuition reimbursement by completing WSI's tuition reimbursement form and forwarding it to the employee's direct supervisor. The supervisor and department director must approve the request prior to the employee registering for the course.

Tuition assistance may be provided for no more than two courses per academic term per employee.

Employees must disclose all other sources of financial assistance. If an employee is receiving other assistance that does not require repayment (i.e. scholarships or grants), WSI may reimburse the employee for eligible costs incurred while participating in the program as long as the reimbursement and the other assistance received does not exceed the total cost of the course(s) taken.

The rate of reimbursement for tuition will be dependent on the letter grade earned. If the employee earns an A in the course, WSI will reimburse 100% of the cost of tuition for that course. If the employee earns a B in the course, WSI will reimburse 90% of the cost of tuition for that course. If the employee earns a C in the course, WSI will reimburse 50% of the cost of tuition for that course. No reimbursement will be made for courses in which the employee received a letter grade lower than a C.

Reimbursement rates are not affected by grades accompanied by a plus or minus sign. For example, a grade of B+ will be reimbursed at 90% and a grade of A- will be reimbursed at 100%.

If the only available grade for the course is pass or fail, a passing grade will be reimbursed at 100%. No reimbursement will be made for a failing grade.

Upon completion of a course, the employee must provide a copy of the tuition bill, a course transcript verifying the grade received, and a copy of the approved tuition reimbursement request form. This information must be submitted within 60 days of completion of the course to be eligible for reimbursement.

In order to be eligible for tuition assistance, the employee's most recent performance evaluation must have an overall rating of "Meets Expected Performance".

Employees who have received a formal performance memo (including verbal and written warnings) become ineligible for tuition reimbursement for a period of six months following the warning.

If an employee receives a formal performance memo (including verbal and written warnings) following pre-approval of tuition reimbursement and prior to completion of the course, WSI may not provide the tuition reimbursement despite the pre-approval.

If an employee who receives tuition reimbursement terminates employment with WSI within one year of the completion date of a course, the employee is required to refund WSI the amount of the tuition reimbursement. The reimbursement amount may be deducted from the employee's final paycheck.

**Policy Date: June 1, 2005**