

TUITION REIMBURSEMENT PROGRAM (TRP)

1. Policy Purpose:

- a. NEXCOM is dedicated to partnering with associates to help each person realize and reach their full potential. In accordance with this policy, eligible associates will be reimbursed tuition costs for approved educational courses. The NEXCOM Tuition Reimbursement Policy (TRP) has been established to provide associates with financial reimbursement for courses of study at accredited colleges, universities and institutes in pursuit of a degree or a high school diploma (GED). Tuition reimbursement is intended to strengthen NEXCOM's commitment to associates throughout the Enterprise and their ongoing personal and professional development.

2. Eligibility:

- a. To be eligible for the Tuition Reimbursement Program, an associate must meet all the following criteria:
 - i. Regular full-time (RFT) or regular part time (RPT) who have a minimum of one (1) year continuous employment.
 - ii. Active employment status at the time the course is taken.
 - 1. Eligibility does not extend to courses taken while on a leave of absence, short or long-term disability, or otherwise not actively employed, and on the payroll.
 - iii. Associates must be in good standing, have no disciplinary actions within the last year or pending, and minimum performance rating of III (meets requirements).
 - iv. Attend courses during non-working hours.
 - v. Hired under the U.S. employment program.
 - vi. Receives preapproval by completing the Degree Approval Form.
 - 1. Degree program must relate to the associate's current job or another job within NEXCOM. Associates must be accepted into TRP before the class start date in order to be eligible for reimbursement.

3. Approved Courses:

- a. Courses taken must be necessary to complete documented degree approval form.
- b. Courses must be from an accredited school.
- c. A course and/or degree program is considered job-related if it maintains or improves the skills necessary for the associate's current job description, any job description within NEXCOM or attainment of a high school diploma (GED).
- d. If a course is canceled or substituted for another class, associate must submit the updated paperwork upon receiving notification from the school. Associate will need to provide documentation from the school regarding the change of class.

4. Reimbursement

- a. Associates will be reimbursed for tuition costs only. This does not include books and school fees.

- b. Associates will receive up to a maximum of \$5,000 per calendar year.
- c. If an associate is eligible for tuition assistance outside of NEXCOM, the associate must use those benefits prior to applying for NEXCOM TRP. The amount will be deducted prior to reimbursement.
 - i. All applicable benefits such as:
 - 1. Pell Grants
 - 2. VA benefits
- d. Course Preapproval will be submitted two (2) weeks prior to class start date.
- e. Reimbursement documentation will be submitted two (2) weeks after the class ends for reimbursement or two (2) weeks of grades being posted. Failure to submit during this period could result in not accepting the class or financial reimbursement after the class ends.
- f. Direct Deposit form must be completed and submitted for reimbursement.
- g. Reimbursement Calculation: Associate reimbursement will be calculated on a "pay for performance" basis. This means a higher grade will entitle the associate to a higher level of reimbursement. After completion of the course(s) and submission of required forms, receipts, and a final grade report to Code HT, the associate will receive reimbursement of tuition according to the following schedule:
 - i. Courses that are graded on Pass/Fail will receive 100% reimbursement for a grade of Pass and no reimbursement for a grade of Fail.

ii.

Grade	Reimbursement
A	100%
B	100%
C	85%
D	75%
F	No reimbursement

5. TRP Service Agreement

- a. Associates who enroll in TRP commit to a one-year continuous service agreement with NEXCOM.
- b. The associate must repay NEXCOM for any tuition reimbursements received for each course taken within twelve months of retirement, resignation or termination for cause.
- c. Repayment is based on proration of time completed.

6. Forms needed for TRP:

- a. Degree Approval Form
- b. Course Preapproval and Reimbursement Form
- c. Direct Deposit Form