Education Assistance Program Policy



1. **POLICY**

- Eligible employees are encouraged by the **[Company]** to upgrade their education and/or skills by enrolling in part-time studies at recognized colleges or universities through an Education Assistance Program which offers reimbursement of tuition fees.
- **Eligibility**
- Prior to employee enrollment in a course of study, full-time or part-time employees who have completed their Probationary Period are eligible to apply for Educational Assistance Program benefits.
- Throughout the duration of the course of study, employees must remain actively employed by the **[Company].**
- **Basis of Education Assistance**
- Qualified full-time employees are eligible to Education Assistance benefits as follows:
- The cost of tuition for the approved course;
- specific examination fees;
- one (1) required textbook.

Cost of supplies, transportation or other such costs related to the course will not be reimbursed by the **[Company].**

- The applicability of the studies in the Education Assistance Program are:
- The studies must be more than 20 hours in duration;
- Offered by only recognized educational institution or professional association;
- Related to the specific job which the employee performs, in the case of a non-degree course; or
- Designed to enlarge and/or broaden and employee’s knowledge and/or develops potential to assume greater responsibility, in the case of degree courses.

2. **PURPOSE**

- Through attendance at colleges and universities in part-time studies, the company wishes to encourage employees to continually upgrade and develop their skills and knowledge.

3. **SCOPE**

- Full-time and Part-time employees are bound by this Statement Policy and Procedures.

4. **RESPONSIBILITY**

- Prior to enrolling in the course of study, employees are responsible to apply for Education Assistance Program benefits.
- Within (2) **weeks** of receipt of approved documentation, Payroll is responsible for issuing any refunds directly to the employee.

5. **DEFINITIONS**

None.

6. **REFERENCES AND RELATED STATEMENTS OF POLICY AND PROCEDURE**

SPP HR 2.04.BC – Probationary Period

SPP HR 2.05.BC – Employment Classifications

7. **PROCEDURE**

- Prior to enrolment and the commencement of the course of study, application for admission to the Education Assistance Program is made on the form provided for this purpose.
- The employee can proceed with enrolment once he or she has received a copy of the approved Education Assistance Application Form which serves as the requite authorization.
- The procedure to apply for reimbursement by the employee is as follows:
- Submit the employee’s copy of the approved Education Assistance Program Application Form, evidence of the successful approved course of study, the tuition fee paid, and the cost of one text book to the employee’s immediate manager for approval;
- The manager after receipt of the employee’s documentation shall complete the Refund Authorization section of the Form and submit to Payroll for reimbursement.
- **Exclusions**
- Unless taken at the specific request of the **[Company],** the following types of programs are not eligible for Educational Assistance refund.
- Vocational correspondence courses, or hobby type courses;
- Correspondence or immersion courses offered by organizations other than recognized schools, collages, universities and professional organizations.
- The employee’s Personnel file shall have the evidence of the successful completion of the course of study proper reimbursement filed accordingly.

8. **ATTACHMENTS**

Attachment A – Sample Education Assistance Application Form

Attachment A

Sample EDUCATIONAL ASSISTANCE APPLICATION FORM

Employee Name: **Department:** **Date:**

I request approval of the following course(s) under the Education Assistance Program. I understand that in order to be eligible each course must be approved prior to enrolment.

Course name	**Course #**	**Education Institution**	**Start Date**	**End Date**	**Tuition Fee**

Please check () one of the following. The above course(s) are being taken as:

□ – part of a curriculum leading to the degree of _____

□ – a non-degree course

DEGREE REQUIREMENTS: The Degree being pursued must be in a field related to your employment. You must furnish a letter, or equivalent acceptable documentation, from the college or university indicating: (1) that you may be officially enrolled, and (2) the degree towards which you are working.

NON-DEGREE REQUIREMENTS: A non-degree course(s) must be Job Related, improve your performance on your present job, or help prepare you for future assignments.

Employee Signature Date

MANAGER APPROVAL

Briefly state the benefit of these courses to the employee and why you recommend approval.

Manager **[General Manager]** **Date:**

REFUND AUTHORIZATION

TO: Payroll

Please refund the amount of $_____ to the above employee under the Education Assistance Program. Evidence of satisfactory completion of the approved courses and the necessary receipts are attached and submitted herewith.

Manager signature: Date: