


**REMINGTON
COLLEGE**
POLICY AND PROCEDURE

Title:	Continuing Education Tuition Reimbursement Program
Effective Date:	June 12, 2017
Prepared By:	Human Resources Generalist
Approved By:	Vice President of Human Resources

I. Policy

It is the policy of any residential campus (“Campus”), and Remington College Online (“RCO”) and their affiliates, officers, employees and directors (collectively, the “Company”) that its eligible faculty members be reimbursed a maximum of \$1,000 annually for successful completion of degree-level job-related continuing education in the field in which they are faculty for Company.

II. Eligibility

Participation in the Continuing Education Tuition Reimbursement Program (“CETRP”) is not an “employee benefit” per se, and accordingly, is not an entitlement. Full-time faculty members who have completed one (1) year of continuous employment are eligible to apply for participation in the CETRP when pursuing a job-related associate degree or higher in the field in which they are faculty for Company from educational institutions other than Remington College. For example, a Criminal Justice faculty member, who has completed one year of continuous employment, would be eligible to apply for participation in the CETRP if that faculty member held a Bachelor’s Degree in Criminal Justice and he/she wanted to pursue a Master’s Degree in Criminal Justice; however, if that same faculty member wanted to pursue a Master’s Degree in Business Administration they would not be eligible to apply for participation in the CETRP.

Prior to enrolling in classes for that year, faculty members must submit the Application for Continuing Education (the “Application”) along with the Program Description and Tuition Rates from the educational institution’s student catalog, and must receive prior approval from the employee’s Campus President, Regional Vice President of Operations, the Company Chief Financial Officer (CFO), and the Company President/CEO. Faculty members must submit a new Application for tuition reimbursement annually to be considered for reimbursement during that year. Years are calculated on a rolling basis, not on a calendar basis (*i.e.* an employee that begins classes on October 1st will be eligible to receive the maximum annual reimbursement through September 30th of the following year, at which time the employee would need to reapply for the upcoming year).

In order to receive the tuition reimbursement after completing the applicable courses, faculty members must provide their Campus President with a receipt for the tuition paid by the faculty member for specific courses along with an official final grade sheet from the educational institution attended. Faculty must successfully complete the term, semester or course taken with at least a 3.0 grade point average (“B”) or better (on a 4.0 scale).

If, at any time during the faculty’s course of study, the faculty member ceases to be an employee for any reason, whether such termination is voluntary or involuntary, the Company shall have no responsibility to reimburse the faculty member for any tuition paid by the faculty member towards continuing his/her education under the CETRP.

III. Reimbursement Amounts

The maximum annual reimbursement is one thousand dollars (\$1,000.00). The Company will reimburse for tuition expenses only. Expenses for anything other than tuition (*i.e.* fees, travel, textbooks and other course materials) are solely the responsibility of the faculty.



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IV. Procedure

A faculty member interested in applying for the CETRP must first contact their Campus President who will provide them with the Application. The faculty member must complete and execute (no electronic signatures) the Application and provide the Program Description and Tuition Rates from the educational institution's student catalog and return it to their Campus President who will facilitate the completion of the Application by delivering it along with Program Description and Tuition Rates to Corporate Human Resources ("CORPFL HR") for processing and final execution. CORP HR will facilitate obtaining final approval signatures from the Regional VP of Operations, the Company President/CEO and the Company CFO.

Once a decision has been rendered on the application, the faculty member shall be notified of the decision by the faculty member's Campus President as soon as possible.

In order to receive the tuition reimbursement after completing the applicable courses, faculty members must provide their Campus President with a receipt for the tuition paid by the faculty member for specific courses along with an official final grade sheet meeting the minimum grade requirements noted above from the educational institution attended. The Campus President will facilitate the payment of the tuition reimbursement by delivering the tuition receipt and the official final grade sheet to CORP HR for processing.

V. Service after reimbursement requirement

If the faculty member voluntarily leaves the employment of the Company within a year of receiving the reimbursement, they will be required to reimburse the Company for any reimbursement received within one year of their separation date.