

B 240 - TUITION REFUND

Policy:

All employees who enroll in job-related courses, with the advance approval of the Human Resources Department may receive a reimbursement for tuition costs up to a maximum of \$500 per semester.

Procedure:

After providing the Human Resource Department with verifications of completion with a grade of "C" or better, the employee shall receive 75% reimbursement for tuition costs up to a maximum of \$500 per semester. Employees enrolled in Plumbing Courses 1, 2 3, and 4 through the Associated Builders and Contractors will receive a reimbursement of up to \$1,500.00 per course upon successful completion.

If an employee severs employment with the Company within one year after the course is completed, he shall reimburse the Company for the tuition refund pro-rated over the one-year period. For example, if the employee leaves after eight months after completion of the course, he shall reimburse the Company one-third of the tuition reimbursement.