

TUITION ASSISTANCE POLICY

I. INTRODUCTION

We recognize that education increases an employee's effectiveness on the job and helps to prepare him/her for advancement when a position of greater responsibility arises. The Service Corporation sponsors a Tuition Assistance Plan to encourage full-time and part-time regular employees, on a prorated basis, to obtain additional education on their own time, in an accredited college/university or an accredited business learning school.

II. WHO IS ELIGIBLE?

All full-time and part-time regular employees, working 30 hours or more per week, who have completed six months of continuous employment before the beginning of the applicable semester.

III. WHAT IS COVERED?

This program covers tuition or credit fees only. Lab fees, book costs, etc. are not covered.

Employees may pursue a degree, diploma or job-related courses/certificate program at any accredited local college/university or an approved, accredited business school. Programs and/or courses must meet the following criteria:

- Improve productivity and effectiveness in current position.
- Gain skills required in a Service Corporation position for which the employee can reasonably aspire.
- Have the written support of the Department Head in terms of relevance to the individual employees' current position or future Service Corporation position for which the employee may reasonably aspire and that attendance at this course will not interfere with departmental scheduling.
- Are not established for the purposes of maintaining professional licensure, nor to meet the membership requirements of a professional organization.
- Conferences, seminars, training programs and basic skills programs are not covered under this policy.
- Master's degree programs with 3 years of continuous employment and justification from department DA or Chairman (subject to HR approval)

IV. HOW MUCH WILL BE REIMBURSED?

Employees are reimbursed after completing the course with a grade level of "C" or better.

- Reimbursement amount is per calendar year and is dependent on performance rating, see below:

Performance Review Rating		Reimbursement Amount FT/ PTR
Meets Standards	3.0 – 3.9	\$3,000 / \$2,000
Exceeds Standards	4.0 – 4.9	\$4,000 / \$3,000
Outstanding	5.0 +	\$5,000 / \$4,000

- Note: employees must meet standards to be eligible.
- **Employees receiving educational benefits from any other sources, including but not limited to: The Veteran's Administration, Student Loans, Pell Grants, or other subsidized tuition assistance, etc. will have their Service Corporation tuition benefits prorated accordingly.** Applicants must attest to the receipt of any other form of aid on the tuition reimbursement application.
- A prorated adjustment will be made if there are any changes in the employee's authorized hours.
- Reimbursement will not be approved or paid while an employee is on an unpaid leave of absence.
- Reimbursement will be approved and/or paid upon the employee's return to work and based on the employee's authorized hours.

V. APPLICATION PROCEDURE

- All applications for tuition assistance with a course description attached and department head signature must be submitted to the Human Resources Department in advance of the semester by the following semester deadline dates:

FALL	September 1 st
WINTER	December 1 st
SPRING	February 1 st
SUMMER	June 1 st

For certificate programs or courses that are not structured into semesters, applications must be submitted no later than six weeks before the course begins.

- New applicants or those who wish to change their academic program should submit their applications as early as possible prior to the start of the course. This will ensure timely notification to those whose program may not meet The Service Corporation's requirements.
- **The Human Resources Department has final approval of tuition assistance applications. Employees will be notified in writing of the disposition of their application.**
- Applications must be made for each course and/or each semester for which an employee is requesting reimbursement.
- Reimbursement for approved applicants is processed at the end of the semester after submission of a copy of the bursar's receipt, grades report from the educational institution and proof of payment.
- Employees must show proof of reimbursement for all third party (i.e., family/friend) payments, along with a notarized letter from the third-party stating reimbursement from employee has been made. Note: reimbursements are only made to employees directly.
- Grades and receipts must be submitted within six months of completion of the course to be paid.
- **If an employee is terminated from The Service Corporation, grades must be received by Human Resources before the date of termination to qualify for reimbursement.**
- Employees who are on written warning for any violation of Service Corporation policy shall forfeit their right to tuition assistance for the applicable semester(s). (Reimbursement is not retroactive for this period.)
- Applications and information for all eligible employees are available at:

61st Street Service Corporation
Human Resources
590 Fifth Avenue, 3rd Floor
New York, NY 10036
Tel (212) 326-8462
Fax (212) 326-8700