

# DEK TUITION REIMBURSEMENT POLICY

---

## Contents

1. [What is tuition reimbursement?](#)
2. [Purpose](#)
3. [Important definitions](#)
4. [Tuition reimbursement process for non-advanced Degrees](#) (Degree Programs, Certifications and Professional Memberships)
  - a. [Reimbursement provisions](#)
  - b. [General eligibility guidelines for tuition reimbursement](#)
  - c. [Certificates / Course guidelines](#)
  - d. [Approval and reimbursement process/checklist](#)
5. [Tuition reimbursement process for Advanced Degrees](#) (master's, MBA, and Ph.D.)
  - a. [Reimbursement provisions](#)
  - b. [General eligibility guidelines for tuition reimbursement](#)
  - c. [Approval and reimbursement process/checklist](#)
6. [Frequent asked question](#)

**1. What is tuition reimbursement policy?**

The DEK tuition reimbursement policy is designed to help employees further their knowledge, skills and job effectiveness through higher education aligned with the needs of the business and in fields of interest to the company. Tuition reimbursements are offered to full-time employees.

**2. Purpose**

The purpose of this tuition reimbursement policy is to establish DEK's guidelines relating to tuition reimbursement and clarify which expenses can and cannot be reimbursed. This policy also intends to provide employees and managers with the necessary steps to prepare and submit expenses as well as explaining the reimbursement process.

**3. Important definitions**

**a. In this policy, the claimant and employee are referred to as the person that works for DEK.**

**b. Difference Between Training and Formal Education:**

- Training and formal education build the skills of DEK Technologies employees. Training is characterized as essential for the employee to perform his or her job and has a strategic purpose. Training typically is provided on company time and is paid for in full and directly by the company.
- Formal education beyond that which is required by the position description, enhances an employee's capabilities, but is not essential for the employee to perform in the job. Formal education, once approved, is reimbursable through country-specific tuition refund programs.

**c. Advanced Degree Programs**

- Funding for all advanced degree programs beyond bachelor's degree, or its equivalent such as Masters (including MBAs), Doctorates require the final approval of the appropriate Executive Leadership Team + 1 Member (or designee) and the concurrence of his/her Human Resources Manager. Approval is required prior to application to an institution.

**4. Tuition reimbursement process for non-advanced Degrees (*Degree Programs, Certifications and Professional Memberships*)**

**a. Reimbursement provisions**

The policy will pay 100% of tuition and other mandatory, incidental expenses required for enrollment as follows:

- Successful completion of courses is required for a tuition reimbursement to be granted.
- Successful completion of a grade of 7/10 or 70/100 or equivalent or better (certification of completion is required for non-graded classes).
- Cost for books, travel, testing and field trips will not be reimbursed.
- To participate, employees must obtain their supervisor's preapproval before enrolling in the desired course(s) or degree program. See procedures below for the tuition approval process for a nonadvanced degree.

**b. General eligibility guidelines for tuition reimbursement - Nonadvanced Degrees**

**b.1 To be eligible to participate in the DEK Tuition Reimbursement process, the employee:**

- Must be a full-time employee.
- Must meet the performance expectations of his or her current position.

- Must have an **Individual Development Plan** in place, reviewed and agreed to by the supervisors, with recognition that the educational investment is part of the employee's development for the current job or for a job to which he or she would realistically move to within DEK in the future.
  - Undergraduate level and graduate level nondegree course work, (both credit and noncredit courses) are eligible for reimbursement, provided the employee's management agrees that the intended studies relate to the individual's current or potential future job at DEK. This alignment should be reflected within the employees' Individual Development Plan.
  - Must have clear alignment between the employee's educational ambitions, the organization's needs, the employee's performance management agreement and **Individual Development Plan**.
  - Must ensure the educational institution is accredited or has recognized professional accreditation for specific courses to which the employee is enrolling.
  - Must apply for and be preapproved before enrolling in courses or any other type of formal education, such as professional certifications, etc. It is advisable for applications to be made **3 – 6 months** in advance of the course/program to allow the company to consider approval and budgeting, as appropriate.
- NOTE:** The company is allowed the discretion to limit tuition reimbursement to employees during the year for budgetary considerations.

**b.2 Employees are not eligible for Tuition Reimbursement if they are:**

- A temporary employee.
- An intermittent employee.
- An intern.
- Unable to work due to illness or injury, or are on a personal, disability, military leave of absence or labor dispute (if the absence or leave began prior to your application for Tuition Reimbursement)

**b.3 Guidance on approval of Nonadvanced Degree programs and nondegree courses**

Approved degree programs are those that align with the employee's development plan and enhance the employee's capabilities, whether they are essential for the employee to perform the job. Such programs can be courses for which the employee has enrolled:

- To participate as a special or unclassified student in undergraduate or graduate nondegree course work (geared toward enhancing an employee's capabilities).
- To participate in nondegree refresher courses (maximum of two total programs annually).
- To prepare for professional examinations provided the professional certificate, license or registration granted by successful completion of the examination is required in the performance of the employee's current job or will significantly enhance that performance.
- Where deemed necessary by the company, to participate in nondegree, continuing education courses are required to maintain a professional certification as defined above.
- To participate in other nondegree certificate programs, as deemed appropriate by the company.

**c. Certification Course Guidelines**

Certification courses will be approved by the supervisor or manager on a case-by-case basis, depending on the following criteria:

Description	Type	Reimbursement
Certification courses that are necessary for the job to ensure the employee has the immediate competencies to satisfactorily perform the job.	Training	50% paid for by the business unit.
Certification courses that are not essential for the employee to perform the job but will enhance an individual's capabilities in his or her job and are linked to the employee's development plan.	Formal Education	50% tuition reimbursement
Certification courses that are not essential for the employee to perform the job and are not linked to the business need or to the employee's development plan.	N/A	Denied

**d. Approval and Reimbursement Checklist – Nonadvanced Degrees**

*(All policy approval steps to be completed prior to enrolling in a program or course)*

- ☐ Complete and obtain supervisory approval on the IDP (Individual Development Plan).
- ☐ Ensure institution accreditation.
- ☐ Complete and obtain preapproval on **Tuition Reimbursement Policy Application** (form).
- ☐ Retain the original copy of the **Tuition Reimbursement Policy Application** for DEK employees form and register for class.
- ☐ Attach the necessary documentation of grades and expenses eligible for reimbursement to the form (grade transcript and itemized statement of tuition and fees)
- ☐ Obtain final reimbursement approval on the original **Tuition Reimbursement Policy Application**.
- ☐ Within 30 days of course completion date, employee submits approved forms, documents and receipts to Finance department for reimbursement processing.

**5. Tuition reimbursement process for advanced Degrees (Master's, MBA, and Ph.D.)**

**a. Reimbursement provisions**

The policy will pay 50% of tuition and other mandatory, incidental expenses required for enrollment as follows:

- Successful completion of courses is required for a tuition reimbursement to be granted.
- Successful completion of a grade of 7/10 or 70/100 or equivalent or better (certification of completion is required for nongraded classes, such as thesis work).
- Cost for books, travel, testing and field trips will not be reimbursed.

- To participate, employees must obtain their supervisor's preapproval before enrolling in the desired course(s) or degree program. See procedures below for the tuition approval process for advanced degrees.

**b. General Eligibility Guidelines for Tuition Reimbursement – Advanced Degrees**  
**Guidance on approval of advanced degree programs and courses**

Approved degree programs are those that align with the employee's development plan and enhance the employee's capabilities, whether they are essential for the employee to perform the job. Such programs can be courses for which the employee has enrolled as a candidate for an advanced degree (master's degree, MBA, Ph.D.)

**b.1 To be eligible to participate in the DEK Tuition Reimbursement process for Advanced Degrees, the employee:**

- Must apply for and be preapproved before enrolling in courses or any other type of formal education, such as professional certifications, etc. It is advisable for application to be made a year in advance of the course/program to allow the Company to consider approval and budgeting, as appropriate.
  - **NOTE:** The BU is allowed the discretion to limit tuition reimbursement to employees during the year for budgetary considerations.
- Must be a regular, full-time or a regular employee
- Must meet the performance expectations of his or her current position.
- Must have an Individual Development Plan in place, reviewed and agreed to by the supervisors, with recognition that the educational investment is part of the employee's development for the current job or for a job to which he or she would realistically move to within DEK Technologies in the future.
  - Undergraduate and graduate-level studies and credit and noncredit courses are eligible for reimbursement, provided the employee's management agrees that the intended studies relate to the individual's current or potential future job at ConocoPhillips. This alignment should be reflected within the employees' Individual Development Plan.
- Must have clear alignment between the employee's educational ambitions, the organization's needs, the employee's performance management agreement and Individual Development Plan.
- Must ensure the educational institution is accredited or has recognized professional accreditation for specific courses to which the employee is enrolling.
  - **NOTE:** It is expected that time needed for formal education will be limited to the employee's personal time off, vacation or unpaid leaves of absence. Occasional time allowances can also be made between the supervisor and employee to participate in required activities, such as examinations, registration, etc. The businesses are allowed the discretion to limit time off.
- Must sign and submit the Advanced Degree Repayment Commitment and Authorization for Deduction (form). This form states that repayment is required if he or she leaves the company within calculated commitment years of completion of the last advanced degree course; that repayment is required prior to termination date; and that in the event repayment is not remitted by the termination date, deductions of the amounts due will

be made from the final paycheck or any amounts payable including, but not limited to: Vacation, Variable Cash Incentive Program bonuses, special compensation awards, etc.

**b.2 Employees are not eligible for Tuition Reimbursement if they are:**

- A temporary employee.
- An intermittent employee.
- An intern.
- Unable to work due to illness or injury, or are on a personal, disability, military leave of absence or labor dispute (if the absence or leave began prior to your application for Tuition Reimbursement)

**c. Approval and Reimbursement Checklist – Nonadvanced Degrees**

*(All policy approval steps to be completed prior to enrolling in a program or course)*

- ☐ Complete and obtain supervisory approval on the IDP (Individual Development Plan).
- ☐ Ensure institution accreditation.
- ☐ Complete and obtain preapproval on Tuition Reimbursement Policy Application (form).
- ☐ Prior to management preapproval of the advanced degree request, each advanced degree candidate must sign and submit the Advanced Degree Repayment Commitment and Authorization for Deduction (form).
- ☐ Retain the original copy of the Tuition Reimbursement Policy Application for DEK employees form and register for class.
- ☐ Attach the necessary documentation of grades and expenses eligible for reimbursement to the form (grade transcript and itemized statement of tuition and fees)
- ☐ Obtain final reimbursement approval on the original **Tuition Reimbursement Policy Application**.
- ☐ Within 30 days of course completion date, employees submit approved forms, documents, and receipts to the Finance department for reimbursement processing.

**6. Frequent asked questions**

**What is the difference between training and formal education?**

Training is characterized as essential for the employee to perform his or her job and has a strategic purpose. Training typically is provided on company time, is 100 percent reimbursable and is paid directly by the business unit. Formal education, beyond that which is required by the position description, enhances an employee's capabilities but is not essential for the employee to perform in the job. Formal education, once approved, is reimbursable through country-specific tuition refund programs.

**What is the purpose of an Individual Development Plan (IDP)?**

Individual development plans ensure that there is a connection between the educational investment and the job the employee currently has or would realistically have in the future with DEK Technologies.

**If I resign from the company within two years of completing my Advanced Degree, will I be expected to repay the company for the tuition?**

Yes. The company's expectation is that employees who earn Advanced Degrees will remain with the company for a minimum of two years after the completion of their final class toward the degree. Employees who voluntarily discontinue their regular full-time or part-time employment at DEK Technologies within calculated commitment years following the completion of the last advanced degree course for which tuition has been paid must repay the company the entire amount of the tuition in accordance with the repayment authorization form that must be signed before an employee can begin an advanced degree course under this program.