

DEK TUITION REIMBURSEMENT POLICY

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1. What is tuition reimbursement policy?

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. Non-advanced Degree

- Non-advanced degrees include degree programs, certifications, certificates.
- *Degree Programs:* A degree program is a course of study offered by an educational institution, such as a university or college, that leads to a specific academic or professional degree upon successful completion. This program includes a set sequence or series of courses, often including necessary electives and major-specific classes, that a student must complete to obtain the degree. Degree programs listed here are limited to associates and bachelors.
- *Certifications:* A certification is a professional credential that is earned through a professional training program or assessment. Completing a certification indicates a certain level of training or expertise in a given field. (e.g., project manager certification, web design certification, etc.)
- *Certificates:* A certificate is granted after completing an academic program of study. Certificates can be beneficial for individuals who are both early on in their careers and at more advanced stages, as the goal of a certificate is to acquire new and more specialized knowledge. (e.g., financial planning certificate program, Intellectual Property Law Specialist Certificate Program, etc.,)

d. Advanced Degree

- 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 Certificates*) and Advanced Degrees (Master's, MBA, and Ph.D)

a. Reimbursement provisions

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

- Successful completion of courses is required for a tuition reimbursement to be granted.
- Successful obtaining of a grade of 7 of 10 scale, 70 of 100 scale, a C of letter grade ABCDE or equivalent for any special case (finalized by Lead of L&OD team), certification of completion is required for non-graded courses, certificates, or certifications.
- Cost for books, travel, reexamination, and field trips of the course will not be reimbursed.
- To participate, employees must obtain their supervisor's preapproval before enrolling in the desired course(s) or degree program. See the checklist at (d) below for the tuition approval process for nonadvanced and advanced degrees.

b. General eligibility guidelines for tuition reimbursement

b.1 Employees are eligible to participate in the DEK Tuition Reimbursement process, the employees:

- Must be a full-time employee.
- Must meet the performance expectations of his or her current position.
- Must have an Individual Development Plan (IDP) 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.
- Must have clear alignment between the employee's educational ambitions, the organization's needs, the employee's performance management agreement and Individual Development Plan (IDP)
- 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. 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.
- Must sign and submit the Tuition Reimbursement Commitment Agreement (TRCA) if eligible. This form states that repayment is required if he or she leaves the company within calculated commitment years of completion of the last 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, incentive, bonuses, or special compensation awards, etc.

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 part-time 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. 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% tuition reimbursement
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/ Certificate 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 – Non-advanced and Advanced Degrees

Phase 1: Pre-approval *(All preapproval steps to be completed prior to enrolling in a program or course)*

- ☐ Ensure institution accreditation.
- ☐ Complete and obtain supervisory approval from Head of Department on the Individual Development Plan (**IDP**) and submit to LnOD team.
- ☐ Complete and obtain preapproval on Tuition Reimbursement Policy Application (**TRPA**) form and submit to LnOD team.
- ☐ Sign and submit the Tuition Reimbursement Commitment Agreement (**TRCA**) form (if eligible) to Head of Department and LnOD team.
- ☐ Upon receiving approval, make and retain the hard and soft copy of all three forms for yourself and register for class.

Phase 2: Final approval

- ☐ Upon each course completion and receipt of grade, complete Section 2-B (grades, actual cost) of the original Tuition Reimbursement Policy Application (**TRPA**) (used to obtain preapproval to attend courses).
- ☐ Attach the necessary documentation of grades and expenses eligible for reimbursement to the form (grade transcript and itemized statement of tuition and fees) (refer to the Appendix)
- ☐ Obtain final reimbursement approval on the original **TRPA**.
- ☐ Within 30 days of course completion date, the employee submits approved forms, documents, and receipts (refer to the Appendix) to the Finance department for reimbursement processing.

5. Tuition Reimbursement Commitment Agreement

Employer has agreed on the terms set forth in this agreement and in accordance with the Tuition Reimbursement Policy, to financially assist employees in paying tuition for this educational program. In exchange for the employer's financial assistance, employee agrees to remain employed with employer for a specific period as set forth in below table or by repayment (if employee leaves before completing the agreed upon service to employer as provided in **TRCA**).

Notes: This step will be handled by CnB team since employee's salary is confidential.

$$A = \frac{\text{Tuition Fee}}{\text{Average Monthly Salary (of that current rank)}}$$

A		Duration of Commitment (Year)
From	To	
≥ 2	≤ 3	1
> 3	≤ 4	1.5
> 4	≤ 5	2
> 5	≤ 6	2.5
> 6	≤ 7	3
> 7	≤ 8	3.5
> 8	≤ 9	4
> 9	≤ 10	4.5
10		5

Prepared: Support Functions
Approved: Daniel Tedesco
Security Class: Internal

Document no: DEK-23:0030
Revision: B
Date: 06/11/2023
Document Type: Policy

