



TUITION ASSISTANCE POLICY APPLICATION & AGREEMENT

To request approval for course(s) and/or a degree program under the Materion Tuition Assistance Policy, the employee must read and complete the Tuition Assistance Policy Application & Agreement. Once completed, the application should be presented to the Department Manager and Local Human Resources Manager for approval.

I understand that no reimbursement shall duplicate educational aid for which I may be eligible from a government agency or other outside source.

To receive a Tuition Assistance reimbursement payment, I will provide the following within 60 days of course completion:

- An itemized PAID fee statement from the college/university attended – not a balance due statement or credit card receipt – showing the total cost of tuition, books, and applicable fees.
- An original grade report showing the subject taken as evidence of satisfactory completion. Satisfactory completion is defined based on the level of course:
 - Undergraduate courses require a “C” Grade or better
 - Graduate level courses require a “B” Grade or better
 - Pass/Fail courses require a “Pass” Grade
 - Where no Grade is given, a Certificate of Completion from the school is required.

Payment may take up to thirty (30) days after proper documentation is received by the Human Resources Department. Reimbursements will be charged against the tuition allowance for the calendar year in which it is paid to the employee.

In the event of my termination of employment from the Company or any of its subsidiaries, whether voluntary or involuntary for cause, I agree to repay all amounts that have not been forgiven. Such amounts shall become payable in full immediately upon demand of Materion Corporation. I authorize the Company to deduct monies owed from all forms of compensation, including all final compensation, where eligible. I understand that final compensation may include paychecks, commissions, accrued vacation or other paid time off, bonus payments, outstanding expense reimbursements and any other compensation due to me from the Company. If the money owed pursuant to this agreement is greater than the amount of my final compensation, then I agree to pay the remainder of the balance owed as of the date of termination of my employment with the Company.

In the event of any default by employee in the repayment obligations, whether or not a suit or action is instituted by the Company, I promise to pay all costs incurred by the Company in collecting this obligation, including reasonable attorneys' fees.

Finally, I acknowledge that this agreement is not an employment contract and in no way alters my status as an at-will employee.

Employee Signature

Date

6/17/2020



MATERION

TUITION ASSISTANCE APPLICATION & AGREEMENT

Employee Name: <u>Gaston Alvarado</u>	Location: <u>HQ</u>	Employee Number:
Employee Cost Center:	Employee Type: <input type="checkbox"/> Hourly <input type="checkbox"/> Non-Exempt <input checked="" type="checkbox"/> Exempt	
Current Position: <u>Global Cat. Manager</u>	Current Supervisor: <u>Bob Ross</u>	
School/University: <u>UT Austin</u>	Anticipated Graduation Date: <u>Dec 2020</u>	
Degree Program: <u>Diploma</u>	Degree Type: <input type="checkbox"/> Undergraduate <input checked="" type="checkbox"/> Graduate	
Course Title: <u>PGD Artificial Intelligence and ML</u>	Tuition, Fees & Books: <u>\$2,100</u>	Final Grade:
Course Title:	Tuition, Fees & Books:	Final Grade:
HR Manager Reimbursement Approval and Date:	Total Reimbursement:	

I hereby request approval for the above referenced degree program under the Materion Tuition Assistance Policy. I have read and agree to be bound by the terms of the Tuition Assistance Policy.

Employee Signature

Date

***** TO BE COMPLETED BY*****

Department Manager, Local HR, Materion Executive Council, and HR Segment Leader (HRLC)

Approval of above degree program and/or course(s) recommended because:

- ☒ Will improve employee's professional, technical or vocational skill on current job.
- ☐ Will help prepare an employee for a potential future role that they can reasonably aspire to achieve within the Company
- ☐ Required/elective course in diploma/degree program in a field related to employee's job or career with Materion.
- ☐ Other: _____

Bob Ross _____
Department Manager - Required for Degree/Graduate Program

6/18/2020

Date

Local Human Resources Manager – Required for Degree/Graduate Program

Date

Materion Executive Council Member – Required for Degree/Graduate Program

Date

Human Resources Segment Leader – Required for Graduate Degree Program

Date