



## CROWN CI

5/12/2020

### Education and Certification Assistance Program

Crown CI recognizes that continuing education is an important part of your career development with the Company and is essential in staying current in today's fast paced technical environment. We support and encourage such activities through our Educational and Certification Assistance Program. This program provides tuition and certification reimbursement if you are a full-time employee (working 30 hours or more a week), and have completed one year of employment with Crown, and are in good standing (no disciplinary matters within (6) months). You will be eligible, subject to management approval, for up to a maximum of \$4,000 per calendar year for reimbursement of class tuition only (books, lab fees, and other related costs are not eligible for reimbursement). You must complete the course with a "B" or better or a "Pass" in a Pass/Fail Course to receive 100% of the reimbursement.

Education and Certification Assistance will generally be provided for courses of study directly related to your present position or those that will enhance your potential for advancement.

In order to guarantee reimbursement for tuition or a certification, you must complete the attached Education and Certification Assistance Refund Application. You may submit the Application along with a detailed description of the course you plan to take, **before you enroll**, to the appropriate people for the required approval signatures, as indicated on the Refund Form. Once the Application is signed, approved, and returned to Human Resources, and someone from the HR department has contacted you to tell you the class has been approved, you may then register for the course.

To receive reimbursement, you must present a non-Unanet **expense report (HR will provide you with this expense report if you need one)** with a grade transcript indicating your grade or passing score to the Human Resources department. Reimbursement will be made within two weeks of submittal of transcript and receipt for the cost of the course.

**An employee who leaves the Company voluntarily or is terminated for cause within one year of completion of the course must repay the full amounts reimbursed by the Company for education and certification assistance reimbursement.**

If you are in doubt about the eligibility of a course you plan to take, or the Company reimbursement provided, you should discuss the course with your immediate supervisor.

***APPROVAL MUST BE OBTAINED BEFORE YOU REGISTER FOR THE COURSE. IF YOU DO NOT OBTAIN PRIOR APPROVAL, YOU MAY NOT BE ELIGIBLE FOR REIMBURSEMENT.***

## **Educational and Certification Assistance Refund Application**

**Date** \_\_\_\_\_

**Print Name of Student** \_\_\_\_\_

**Name of Class** \_\_\_\_\_

**Class Dates** \_\_\_\_\_

**Cost of Class** \_\_\_\_\_

**Detailed Description of Course (copy and paste from online/catalog listing of course):**

**Program Manager has reviewed course description and agrees this will help him/her further their career path with Crown CI.**

**PM Approval:** \_\_\_\_\_

**Vice President Approval:** \_\_\_\_\_

**Please Note: An employee who leaves the Company voluntarily or is terminated for cause within one year of completion of the course must repay the full amounts reimbursed by the Company for education and certification assistance reimbursement.**