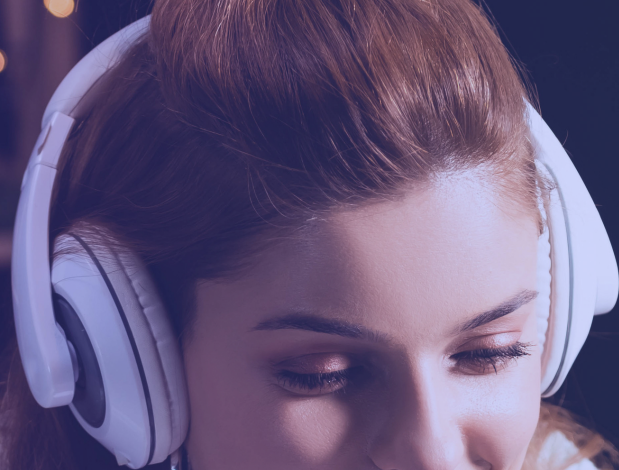




Espresa



TEMPLATE

TUITION REIMBURSEMENTS

espresa.com



Tuition Reimbursement Template

Your career and growth are our COMPANY's culture commitment. That's why we're happy to offer flexible reimbursements to support your education and opportunity to advance your career!

ELIGIBLE EXPENSES

Below is a list of expenses that are eligible for reimbursement.

- Plan eligible date: Jan 1, 2021, to Nov 30, 2021 – *[Note: you can also perform a run out period to Jan 31, 2022]*
- Final date to submit expenses is Nov 30, 2021

We love smart people! That's why COMPANY assists our people in furthering their personal evolution and growth with formal education which may include business school, junior or senior college, or university courses. And we want you to put your best foot forward in your course work. That means that the better the grade, the better the reimbursement! After successful completion of pre-approved courses of study, COMPANY will reimburse our eligible employees as follows:

- Receive an A and be reimbursed for 100% of the course cost
 - Receive a B and be reimbursed for 90% of the course cost
 - Receive a C and be reimbursed for 80% of the course cost
 - Please note that employees receiving below a C will not be reimbursed
- [Note: some companies make it 100% at C and above and 0% at D and below]*

The maximum reimbursement amount, regardless of your grade obtained, is [\$2,000 USD] per year. The start date of the course or classes will determine which year the course tuition counts toward.

ELIGIBILITY

This benefit applies to all regular, benefited employees who have one or more years of continuous active employment with COMPANY. To qualify, employees must be regularly scheduled to work at least 20 hours per week, be actively at work during their study, and upon completion of the course to qualify for reimbursement. Be sure to meet with your culture team to see if there are additional courses or classes that may be eligible and available for your particular role.

CONDITIONS

COMPANY may reimburse the cost of tuition for courses taken provided such courses increase the employee's competence in your present job or prepare you for advancement! Required classes toward an approved degree will be considered eligible. Fees for registration, books, labs, health, parking, application, non-residents, fines and tools or supplies are not eligible for reimbursement. Class attendance and completion of study assignments must be accomplished outside of the employee's regular working hours.

COMPANY uses Culture Benefits® platform, Espresso to manage our reimbursements. That means you have a single location either online or in-app to submit your claim and can see in real time when you're approved. Additionally, if there are any issues with your reimbursement request, you'll see it within the chat feature of the platform in real time, so you'll know exactly what to do, and won't have to submit a new claim. You'll simply be able to, for example, resubmit your receipt or add additional details.

Using Espresso's Reimbursement Platform, you must obtain written approval in advance of the start of the course from your department manager and your HR team. You then pay the required tuition at the time it is due and are reimbursed (subject to the [\$2,000] per year maximum) if all the conditions are met.

IMPORTANT REMINDERS

- Requests for reimbursement must be received and approved by supervisors before the start of the program, and before the request form is routed to HR.
- Upon satisfactory completion of the approved course, the applicant must submit proof of the cost and of his or her final grade (a “C” or better required) to your HR and People Team. Submission must occur within six (6) months after course completion. If the employee fails to complete the course satisfactorily or fails to submit the necessary paperwork within six (6) months, he or she will be ineligible to receive tuition reimbursement for that class.
- If the employment terminates, either voluntarily or involuntarily, prior to completion of an approved course of study, the employee's eligibility for tuition reimbursement will terminate with the termination of employment.
- Tuition reimbursements are not considered taxable income and eligible employees should not deduct their educational expenses on their personal income tax returns. For more information employees should contact their personal tax preparer. [Note: to be verified by your CFO]
- COMPANY reserves the right to deny approval of any request for tuition reimbursement for any reason.
- Employees who qualify for educational expense assistance from other sources are expected to use such resources. COMPANY will provide supplemental assistance with the remaining balance. Duplicate reimbursement is not permitted.”

EXCLUSIONS

There are exclusions to eligibility of your reimbursement claim – for example, items that fall outside of the eligibility list above. If you have questions, don’t hesitate to reach out to your [Espresso support team](#) and culture team at COMPANY.

How can we help you today? Reach out to your culture team with [Espresso](#) to learn more about how flexible reimbursements can energize your remarkable talent.