



TURNING STONE
ENTERPRISES

Turning Stone Enterprises Tuition Reimbursement Program Policies and Procedures

Turning Stone Enterprises encourages the improvement of team member knowledge and skills through education and by providing the incentive of financial assistance.

Eligibility Criteria:

To be eligible for educational financial assistance, team members must meet the following criteria:

1. **A minimum of one year of full-time service at the time of application.**
2. **Satisfactory or better job performance rating as documented by the most recent performance appraisal.**
3. **Satisfactory attendance and no formal written level counselings (excluding variances) for the prior twelve months.**
4. **The proposed course of instruction must be directly related to the team member's position or advancement within his/her Group.**
5. **Department Director/ Manager's recommendation based on overall assessment of the team member's documented work record.**

Administration:

Courses must be approved in advance by the Department Director and the Vice President, People Development & Engagement. It is the responsibility of the team member to provide documentation that the educational institution is appropriately accredited. This documentation must be submitted along with the Application for Tuition Reimbursement.

*****This program does not apply to primary or extra game instruction for the Games Department dealers.***

Procedures for Obtaining Tuition Reimbursement:

The application for Tuition Assistance must be received prior to start of class to be considered for reimbursement. Additionally, team members who wish to ensure eligibility prior to enrollment should submit their application 30 days prior to enrolling in a course of study. It will be the team member's responsibility to register for pre-approved courses and pay the required fee. Reimbursement for allowable expenses will be paid directly to the team member upon submission of:

1. **The appropriate paid invoice**
2. **Verification of the grades in connection with the successful completion of the approved course**
3. **Receipt of the "Tuition Reimbursement Request Form" from the learning institution.**

This documentation must be submitted to the People & Culture Department **no later than 30 days** following the course completion.

In no instance may financial aid from external sources along with this program exceed the course cost. Team members must advise the People & Culture Department via the application form if they are eligible for financial aid from any other source.

Reimbursement Qualifications:

Successful completion of a course means that the team member has received a grade of "C" or better to be eligible for reimbursement. Grades of "C" are reimbursed at 75% of allowable expenses up to \$1,500 per calendar year for undergraduate courses and up to \$2,000 per calendar year for graduate courses.

A grade of "P" (Passing) or "S" (Satisfactory) will be acceptable only when it is part of a non-graded system, which is recognized by the institution as actual credit. Documentation of the grading practices must be submitted with the application for educational assistance. Reimbursement for courses as part of non-graded system will be at 75% of allowable expenses up to a maximum of \$1,500 per calendar year. Financial assistance under this program is limited to two courses per semester or trimester.

Employee must maintain a full-time work status throughout the entire class.

Reimbursement will be for tuition cost **only** and will not be made for: text books, admission fees, transfer fees, registration fees, travel licensing exams/fees, placement tests, equivalency exams refresher or review courses.

Termination of Employment:

Team members who voluntarily terminate employment within six months of the course completion must agree, via written agreement, to reimburse the Nation for any tuition assistance monies received through this program. Failure to comply with this requirement will result in appropriate collection procedures and become part of the former team member's employment history file.

In cases where employment is terminated prior to course completion due to a Nation reduction in the workforce, reimbursement will be made only if the Application for Tuition Reimbursement has been approved and is on file prior to team member's notice of termination, and the semester/trimester is in progress.

In any other cases where employment is terminated prior to course completion, any entitlement to reimbursement is forfeited and the application is void.