

Tuition Reimbursement Plan Procedures

The Laureate Group and its managed companies have established a Tuition Reimbursement Plan for eligible employees to help them further their development within our business and industry by studying job-related subjects at an accredited educational institution.

Reimbursement Level:

The Plan provides employees with reimbursement of up to 50% of the cost of tuition for courses in post-secondary, business or trade schools, colleges, universities and other educational institutions approved by the Laureate Group Human Resources Department. The maximum level of reimbursement for any course will be determined based on the maximum per credit cost currently in effect in the University of Wisconsin system, or any such other maximum rate we may determine. Per credit costs will be reduced if the employee is eligible to receive educational assistance under any educational grant or scholarship. No reimbursement will be made for books or other course expenses, or for travel expenses.

Acceptable Courses:

Each request will be considered on a course by course basis, and its relationship to our business and industry. A course will be approved if, in our opinion, completion of the course will advance our interests and it meets one or more of the following requirements:

1. It will improve an employee's effectiveness in their present job.
2. It will help an employee qualify for advancement within the company.
3. It will increase an employee's knowledge base within our business and industry.

Eligibility Requirements:

1. An employee must have successfully completed their introductory period of employment and be employed in a benefit eligible status at the time of application, throughout the time in which the course is taken, and for one year after completion of the course.
2. An employee who leaves the employ of the managed company within one year of the completion of any course will be required to reimburse the company for the cost of all tuition reimbursement plus interest that has been received by the employee.
3. An employee must achieve a grade of "B" or better to qualify for reimbursement.
4. Any exceptions to these requirements must be in writing and approved by the Chief Executive Officer.

Application Procedures:

Employees interested in participating in this benefit must complete a Tuition Reimbursement Plan Application and submit it to their supervisor. The immediate supervisor and company Executive Director must approve the application. The approval must be obtained before the course begins. Forms are available through the office of your company.

How to Request Reimbursement:

After you have completed the course, obtain a Request for Tuition Reimbursement form from your company office. Submit the completed form with supporting information to your supervisor. Your immediate supervisor and company Executive Director must approve the request for reimbursement.