

Tuition Assistance Program

As part of our commitment to support the continuing growth of our team members, The Authentic T-Shirt Company®/SanMar Canada (the Company) recognizes that ongoing learning is important to fostering an engaged workplace. The Authentic T-Shirt Company®/SanMar Canada may provide some financial assistance for courses employees wish to take on their own time when a strong business case can be made.

Am I Eligible?

To be eligible for assistance, employees must have completed one (1) continuous year of permanent full-time employment.

What Courses Are Covered?

In order for a course(s) to be approved, they must satisfy the following conditions:

- The Authentic T-Shirt Company®/SanMar Canada has no immediate plans to offer training internally.
- The institution offering the course(s) must be a recognized university, community college, or technical, vocational, or correspondence school with an accredited curriculum in the appropriate field.
- The course(s) must not interfere with an employee's work on Company time. Employees are expected to attend classes, do assignments and preparation on their off hours.

Sponsorship

All courses, including those part of an overall program must be pre-approved by your department manager and senior management. The Authentic T-Shirt Company®/SanMar Canada will reimburse 100% of course fees and textbooks up to a maximum of \$1500.00 or two (2) courses per calendar year.

To qualify for tuition assistance, the employee must achieve a grade of B- or higher. Assistance is conditional on the employee's continued full-time regular employment for a period of twelve (12) months after the successful completion of the approved course(s). If the employee voluntarily terminates their employment, the employee is required to repay The Authentic T-Shirt Company®/SanMar Canada for all monies associated with tuition assistance through payroll deductions.

Employee Agreement

While education assistance is expected to enhance employee performance and professional abilities, The Authentic T-Shirt Company®/SanMar Canada cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment or pay increase.

I understand that to qualify for future tuition assistance; I must satisfy all requirements outlined in the Tuition Reimbursement Program and Policy. I agree and understand that I am required to repay The Authentic T-Shirt Company®/SanMar Canada for all monies associated with tuition assistance through payroll deductions if I voluntarily terminate my employment within the twelve (12) month period following the successful completion of the course(s).

Employee Signature

Date

Manager Signature

Date

**The Authentic T-Shirt Company®/SanMar
Canada Tuition Assistance Request**

Name: _____

Employee #: _____

Position: _____

Hire Date*: _____

*Employee must have completed one (1) year of continuous full-time regular employment prior to the course start date

Section A	Course Information	Employee
Course Name: _____		
Is the course part of a continuing program? <input type="radio"/> No <input type="radio"/> Yes		
If Yes, specify continuing program: _____		
School/Institute (name & address): _____		
Course Start Date: _____ Expected Completion Date: _____		
Describe course OR attach the course description: _____ _____		
Section B	Course Fees	Employee
Total Course fees: _____ Textbook fees: _____		
Section C	Course Request	Employee
This is a request for tuition assistance for the course specified above. I understand I must satisfy <u>all</u> prerequisites to be eligible for assistance. Tuition assistance is conditional on employee's continued full-time regular employment for a period of twelve (12) months following the completion of approved course(s).		
_____	_____	_____
Employee Name (Printed)	Employee Signature	Date (mm/dd/yy)
Section D	Approval/Rejection	Must be obtained prior to course enrollment
<input type="radio"/> Approved _____% of total course fees to be reimbursed _____% of textbook fees to be reimbursed		
<input type="radio"/> Rejected Reason: _____		
Total Amount Reimbursed: _____		
_____	_____	_____
Manager Approval	Senior Manager Approval	Date (mm/dd/yy)

Important: Upon successful completion of this course (1) attach a PDF copy of this approved request along with your receipts and (2) forward a copy of this form and proof of successful course completion to Human Resources for your employee file.

**The Authentic T-Shirt Company®/SanMar Canada
Tuition Reimbursement Request**

THE
AUTHENTIC
T-SHIRT COMPANY®

SANMAR
C A N A D A

Name: _____

Employee #: _____

Position: _____

Hire Date*: _____

*Employee must have completed one (1) year of continuous full-time or part-time regular employment prior to the course start date

In the section below, explain briefly what this course entails and how you believe it will benefit you and The Authentic T-Shirt Company®/SanMar Canada as it relates to your current position.