



## **Tuition Assistance Program**

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### **Policy Statement**

BBK Consulting, Inc. (the Company) is committed to supporting the continuing growth of our team members, BBK Consulting, Inc. recognizes that ongoing learning is important in fostering an engaged workplace. BBK Consulting, Inc. may provide some financial assistance for courses employees wish to take on their own time when a strong business case can be made.

### **Purpose**

The purpose of this policy is to outline practices and procedures in place at BBK Consulting, Inc. for tuition reimbursement.

### **Definition**

#### **Eligibility**

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

### **Procedure**

#### **What Courses Are Covered?**

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

- BBK Consulting, Inc., 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. BBK Consulting, Inc., will reimburse 100% of course fees and textbooks up to a maximum of
- \$1500.00 or two (2) courses per the 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 BBK Consulting, Inc., for all monies associated with tuition assistance through payroll deductions.

**Employee Agreement**

While education assistance is expected to enhance employee performance and professional abilities, BBK Consulting, Inc. 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 BBK Consulting, Inc., 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