

# Tuition Reimbursement Policy

**Purpose:** Tuition reimbursement is a way for MTM to invest in our employee’s future career growth and help them receive a further their knowledge, skills and job effectiveness through higher education. Employee tuition reimbursement is provided in accordance with the guidelines below.

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## Tuition Reimbursement Policy for Non-Advanced Degrees

### Reimbursement Provisions

The program will pay up to 90 percent of tuition and other mandatory, incidental expenses required for enrollment as follows:

- \$4,000 per calendar year for all formal education
- Successful completion of courses is required for a tuition reimbursement to be granted
- Reimbursement is based on a sliding scale:
  - 3.5 or higher = 90% reimbursement
  - 3.0-3.4 = 80% reimbursement
  - 2.5 – 2.9 = 70% reimbursement
  - 2.0 – 2.4 = 50% reimbursement
  - Less than 2.0 = 0% reimbursement
  - Professional Learning & Development certifications, conferences or memberships will be reimbursed up to 90% at the discretion of the committee.

### General Eligibility Guidelines for Tuition Reimbursement – Non-Advanced Degrees

#### Eligibility to Participate:

- Must be a regular, full-time employee
- Must have at least one-year full-time employment
- Must meet the performance expectations of his or her current position.
- Must not have any formal disciplinary actions with MTM within the previous 18 months. Formal disciplinary actions include written warnings, demotions, or suspension.
- Must have an individual development plan in place, reviewed and agreed to by the supervisors with recognition that the educational investment is part of the employee’s development for the current job or for a job to which he or she would realistically move to within MTM in the future.
- Undergraduate level and graduate level non-degree course work, (both credit and non-credit courses such as continuing education & off-site training) are eligible for reimbursement, provided the employee’s management agrees that the intended studies relate to the individual’s current or potential future job at MTM. This alignment should be reflected within the employee’s individual development plan and noted in the Career Proposal Form.
- Must have clear alignment between the employee’s educational ambitions, the organization’s needs, the employee’s performance management agreement and individual development plan.

- Must ensure the educational institution is from the [approved list of schools](#).
- Must apply for and be pre-approved before enrolling in courses or any other type of formal education such as professional certifications. It is advisable for application to be made a 60-90 days in advance of the course/program to allow time to consider approval and budgeting, as appropriate.

**NOTE: MTM is allowed the discretion to limit tuition reimbursement to employees during the year for budgetary considerations.**

### Limits on Tuition Reimbursement

- **Expenses Excluded:** Textbooks, testing, parking permits, travel, student ID cards, student event tickets, meals, costs for computers, hardware or software upgrades, equipment, and internet connections required for on-line coursework and other miscellaneous, and expenses.
- It is expected that time needed for completing the educational requirements of your coursework will be limited to the employee's personal time off, vacation or unpaid leaves of absence. Occasional time allowances can also be made between the supervisor and employee to participate in required activities such as examinations, registration, etc.
- MTM is allowed ultimate discretion to limit time off.

### Reimbursement

- All reimbursement requests must be received within 60 days of the course end date.
- All requests must include proper documentation as listed on the reimbursement request form.
- Reimbursement will be issued through Payroll
- Please allow a minimum of 30 days for reimbursement processing

### Termination of Employment

- Employees that are terminated due to reduction-in-force or job eliminations, or who are unable to complete the course due to unforeseen business reasons will be reimbursed the full amount of eligible expenses incurred up to the date of separation. Any employee that severs their employment or is terminated (other than reduction-in-force or job elimination) prior to completing a course(s) will not be reimbursed any eligible expenses.
- Employees who accept tuition reimbursement, commit to regular full-time time service for two years following the completion of the last Non-Advanced & Advanced Degree course. In the event that an employee voluntarily terminates their employment with MTM or is terminated for cause at any time during the course of employment, the employee agrees to repay MTM the entire amount of tuition, associated fees, and taxes, if any, that have been paid for all courses. Repayment will not be required if the termination of their employment is due to death, long-term disability, layoff or involuntary termination for any reason other than cause.
- If an employee does not repay any amounts due as indicated above on or before my last day of employment, any such amounts will be deducted from the employee's final paycheck or from any

other amounts payable to the employee upon or following termination of employment, including but not limited to PTO, incentive compensation payments, bonuses or special compensation awards, and will authorize such deduction. Employees will also acknowledge that any balance still owed to MTM after the deductions referenced above must be repaid to MTM. **Note: All participating employees are required to sign the Tuition Reimbursement Acknowledgement Form**

### Ineligibility

**Employees are not eligible for Tuition Reimbursement if they are:**

- A temporary employee
- An intermittent employee
- A summer hire or an intern
- Unable to work due to illness or injury, or are on a personal, disability, labor dispute or military leave of absence or family medical leave of absence (FMLA) (if the absence or leave began prior to your application for Tuition Reimbursement)

### Guidance on approval of Non-Advanced Degree programs and non-degree courses

Approved degree programs are those that align with the employee’s development plan and enhance the employee’s capabilities, whether or not they are essential for the employee to perform the job. Such programs can be courses for which the employee has enrolled:

- As a candidate for an undergraduate degrees and degree work (Bachelor or Associate Degree)
- To participate as a special or unclassified student in undergraduate or graduate non-degree course work (geared toward enhancing an employee’s capabilities)
- To participate in non-degree refresher courses (maximum of two total programs annually)
- To prepare for professional examinations (such as but not limited to CPA, SHRM, Six Sigma , PMP, etc.) provided the professional certificate, license or registration granted by successful completion of the examination is required in the performance of the employee's current job or will significantly enhance that performance
- Where deemed necessary by the company, to participate in non-degree, continuing education courses required to maintain a professional certification as defined above
- To participate in other non-degree certificate programs, as deemed appropriate by MTM

### Certification Course Guidelines

Certification courses will be approved by Learn It on a case-by-case basis depending on the following criteria:

Description	Type	Reimbursement
<b>Certification courses that are necessary for the job to ensure the employee has the immediate competencies to satisfactorily perform the job.</b>	Training	Up to 90% tuition reimbursement

Certification courses that are not essential for the employee to perform the job but will enhance an individual's capabilities in his or her job and are linked to the employee's development plan.	Formal Education	Up to 90% tuition reimbursement
Certification courses that are not essential for the employee to perform the job and are not linked to the business need or to the employee's development plan.	N/A	Denied

## Approval and Reimbursement Process/Checklist – Non-Advanced Degrees

- Read the MTM Tuition Reimbursement Policies
- Obtain supervisory approval on the your [Individual Development Plan](#)
- Complete Tuition Reimbursement Application
- Once you have been approved, choose an [approved school](#)
- Application will be reviewed by committee
- Approval letter send to employee
- Complete and submit final approval packet with signed Acknowledgement forms
- Upon each course completion and receipt of grade, complete a Request for Reimbursement Form.
- Attach the necessary documentation of grades and expenses eligible for reimbursement to the request for reimbursement form:
  - Itemized tuition and fees
  - Copy of receipt of paid tuition & fees (if tuition was deferred, please attach documentation)
  - Proof of course completion with grade report or copy of certificate
- Within 60 days of course completion date, employee submits approved forms, documents and receipts to MTM 16 Hawk Ridge Dr. Lake Saint Louis, MO 63367 c/o Learn It for reimbursement processing. Please allow at least 30 days for reimbursement processing. Your reimbursement will be directly deposited into your bank account.

**NOTE: ALL DECISIONS ASSOCIATED WITH ANY MATTER OR ANYTHING RELATED TO THIS PROGRAM, ARE EXERCISED AT THE SOLE AND ABSOLUTE DISCRETION OF MTM.**

## Tuition Reimbursement Policy for Advanced Degrees

### Reimbursement Provisions

The policy will pay up to 90 percent of tuition and other mandatory, incidental expenses required for enrollment as follows:

- **Not to exceed:** \$8,500 per calendar year for advanced degree courses (beyond Bachelor's degree, or its equivalent – such as Master's, Doctorate, J.D. degrees).

**NOTE: Any annual reimbursement over the \$5,250 annual limit will automatically be a taxable event to the employee.**

- Reimbursement is based on a sliding scale:
  - 3.5 or higher = 90% reimbursement
  - 3.0-3.4 = 80% reimbursement
  - 2.5 – 2.9 = 70% reimbursement
  - 2.0 – 2.4 = 50% reimbursement
  - Less than 2.0 = 0% reimbursement

### General Eligibility Guidelines for Tuition Reimbursement – Advanced Degrees

#### Eligibility to Participate

**To be eligible to participate in the Tuition Reimbursement process for Advanced Degrees, the employee:**

- Must be a regular, full-time employee
- Must have at least one-year full-time employment
- Must meet the performance expectations of his or her current position.
- Must not have any formal disciplinary actions with MTM within the previous 18 months. Formal disciplinary actions include written warnings, demotions, or suspension.

- Must have an individual development plan in place, reviewed and agreed to by the supervisors with recognition that the educational investment is part of the employee's development for the current job or for a job to which he or she would realistically move to within MTM in the future.
- Undergraduate and graduate-level studies and credit and non-credit courses are eligible for reimbursement, provided the employee's management agrees that the intended studies relate to the individual's current or potential future job at MTM. This alignment should be reflected within the employee's individual development plan.
- Must have clear alignment between the employee's educational ambitions, the organization's needs, the employee's performance management agreement and individual development plan.
- Must ensure the educational institution is from the [approved list of schools](#).
- Must apply for and be pre-approved before enrolling in courses or any other type of formal education program. It is advisable for application to be made a 6 months in advance of the course/program to allow time to consider approval and budgeting, as appropriate.

**NOTE: MTM is allowed the discretion to limit tuition reimbursement to employees during the year for budgetary considerations.**

### Limits on Tuition Reimbursement

- **Expenses Excluded:** textbooks, testing, parking permits, travel, student ID cards, student event tickets, meals, costs for computers, hardware or software upgrades, equipment, and internet connections required for on-line coursework and other miscellaneous, and expenses.
- It is expected that time needed for completing the educational requirements of your coursework will be limited to the employee's personal time off, vacation or unpaid leaves of absence. Occasional time allowances can also be made between the supervisor and employee to participate in required activities such as examinations, registration, etc.
- MTM is allowed ultimate discretion to limit time off.

### Taxable Reimbursement

- Must complete and submit the [Tuition Reimbursement Tax Questionnaire for Advanced Degrees](#) to Learn It, if there is any chance the annual reimbursement amount could exceed \$5,250.

**NOTE: Any annual reimbursement over the \$5,250 annual limit will automatically be a taxable event to the employee.**

### Reimbursement

- All reimbursement requests must be received within 60 days of the course end date.
- All requests must include proper documentation as listed on the reimbursement request form.
- Reimbursement will be issued through Payroll
- Please allow a minimum of 30 days for reimbursement processing

## Termination of Employment

- Employees that are terminated due to reduction-in-force or job eliminations, or who are unable to complete the course due to unforeseen business reasons will be reimbursed the full amount of eligible expenses incurred up to the date of separation. Any employee that severs their employment or is terminated (other than reduction-in-force or job elimination) prior to completing a course(s) will not be reimbursed any eligible expenses.
- Employees who accept tuition reimbursement, commit to regular full-time time service for two years following the completion of the last Non-Advanced & Advanced Degree course. In the event that an employee voluntarily terminates their employment with MTM or is terminated for cause at any time during the course of employment, the employee agrees to repay MTM the entire amount of tuition, associated fees, and taxes, if any, that have been paid for all courses. Repayment will not be required if the termination of their employment is due to death, long-term disability, layoff or involuntary termination for any reason other than cause.
- If an employee does not repay any amounts due as indicated above on or before my last day of employment, any such amounts will be deducted from the employee's final paycheck or from any other amounts payable to the employee upon or following termination of employment, including but not limited to PTO, incentive compensation payments, bonuses or special compensation awards, and will authorize such deduction. Employees will also acknowledge that any balance still owed to MTM after the deductions referenced above must be repaid to MTM.

**Note: All participating employees are required to sign the Tuition Reimbursement Acknowledgement Form**

## Ineligibility

**Employees are not eligible for Tuition Reimbursement if they are:**

- A temporary employee
- An intermittent employee
- A summer hire or an intern
- Unable to work due to illness or injury, or are on a personal, disability, labor dispute or military leave of absence or family medical leave of absence (FMLA) (if the absence or leave began prior to your application for Tuition Reimbursement)

## Guidance on approval of advanced degree programs and courses

Approved degree programs are those that align with the employee's development plan and enhance the employee's capabilities, whether or not they are essential for the employee to perform the job. Such programs can be courses for which the employee has enrolled as a candidate for an advanced degree (Master's Degree, MBA, PhD, JD).



## Approval and Reimbursement Process/Checklist – Advanced Degrees

- Read the MTM Tuition Reimbursement Policies
- Obtain supervisory approval on the your [Individual Development Plan](#)
- Complete Tuition Reimbursement Application
- Application will be reviewed
- Chosen applicants will go through panel interview
- Approval letter send to employee
- Once you have been approved, choose an [approved school](#)
- Complete and submit final approval packet with signed Acknowledgement forms
- Upon each course completion and receipt of grade, complete a Request for Reimbursement Form.
- Attach the necessary documentation of grades and expenses eligible for reimbursement to the request for reimbursement form:
  - Itemized tuition and fees
  - Copy of receipt of paid tuition & fees (if tuition was deferred, please attach documentation)
  - Proof of course completion with grade report or copy of certificate
- Within 60 days of course completion date, employee submits approved forms, documents and receipts to MTM 16 Hawk Ridge Dr. Lake Saint Louis, MO 63367 c/o Learn It for reimbursement processing. Please allow at least 30 days for reimbursement processing. Your reimbursement will be directly deposited into your bank account.

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