Continuing education POLICY

As a full‑time employee of ABC Company, you may qualify for tuition reimbursement. The Company will reimburse you fully for tuition, fees, and books for courses taken that are directly related to improvement of relevant job skills with the Company. This policy also covers all courses taken to fulfill the requirements of a degree program approved by your manager. All reimbursements are subject to the approval of your supervisor or manager and the Human Resources Manager.

All tuition reimbursements must be requested in writing and approved prior to beginning the course. Reimbursement may be subject to taxes. To qualify for reimbursement, you must receive a passing grade and you must be an employee in good standing at the time of reimbursement. Courses must be taken at times other than during scheduled working hours. Proof of passing grade or certificate of satisfactory course completion and receipts for tuition, fees, and books must be turned in to the Human Resources Department in order to receive your reimbursement.

THIS POLICY IS OPTIONAL