
M E M O R A N D U M



DATE: February 14, 2011
TO: All Nella
FROM: Human Resources
RE: Tuition Reimbursement Policy

Flyers has elected to re-institute a Tuition Reimbursement Policy. This policy has been designed as an additional benefit to be made available to team members who can demonstrate a successful pursuit of continued instruction with regards to the scope of responsibilities inherent in their current position.

Team member eligibility requirements for this program are as follows:

- Team Member must be a full time Team Member.
- Team Member must have completed at least six months of consecutive employment prior to the end of any course to be reimbursed for.
- Team Member must be actively employed with the Company upon submission of completed Tuition Reimbursement Request form.
- Team Member's personnel record must be free of any disciplinary actions from the period beginning six months prior to the class start date and ending on the date that the completed Tuition Reimbursement Request form is submitted.

Course eligibility requirements for this program are as follows:

- Any course to be reimbursed for must be approved by the team member's departmental Director. *The Director may require a course outline, description and/or syllabus.
- Any course to be reimbursed for must be related to the team member's current position and scope of responsibilities. The Director will, in his or her sole discretion, evaluate whether or not the course is job related
- The team member's departmental Director must approve the educational institution, through which any course to be reimbursed for, is attended. Only accredited four-year universities, such as California State University or University of California schools, will be approved.

Reimbursement amounts will be determined by the following guidelines:

- Only paid tuition expenses are reimbursable. Supplemental class fees, books and/or supplies are not eligible for reimbursement.
- Team Members may receive reimbursement for a maximum of one class per session (semester or quarter dependent upon educational institution).
- Team Members will be reimbursed based on the grade they receive. Reimbursement rates are as follows:
 - For an “A” grade, Flyers will reimburse 90% of tuition expenses.
 - For a “B” grade, Flyers will reimburse 55% of tuition expenses.
 - For a “C” grade, Flyers will reimburse 45% of tuition expenses.
 - No reimbursements will be distributed for grades of “C” or lower.
- Tuition reimbursement will not exceed \$5,250 per calendar year.
- Classes, for which any grade outside of the above outlined grade scale is received (such as “Pass/Fail”), are not eligible for tuition reimbursement.
- Reimbursement rates are not affected by grades that are accompanied by a plus (+) or minus (-) sign.
- Proof of payment of tuition fees will be required prior to reimbursement.

To take advantage of the Flyers Tuition Reimbursement program:

- Request a “Tuition Reimbursement Request” form from Human Resources.
- Complete all fields in the “To be completed by team member” section.
- Submit the Tuition Reimbursement Request form to your department’s Director.
 - Your Director may request additional information and/or documentation to determine whether or not the course(s) are relatable to your current job duties or scope of responsibilities.
 - If your Director finds that the course(s) are eligible for tuition reimbursement, then he or she will return the form to you with the appropriate fields completed.
- Upon completion of the course and receipt of an official transcript, you may then submit the completed Tuition Reimbursement Request form, along with a copy of your official transcript and proof of payment.
 - Proof of payment must specifically indicate Tuition Fees charged and/or paid. A balance statement from the educational institution’s administrative office, or a copy of the school’s official catalog pages, which outline tuition fees, may suffice.

Tuition Reimbursement Request

To be completed by team member:

Team Member Name: _____

Company #: _____ Department #: _____ Job Title: _____

Educational Institution: _____

Course(s): _____
Name Units

How will completion of this course help you fulfill your responsibilities?

To be completed by team member's departmental Director:

Check One:

- I find that this course **is** related to the team member's current position and scope of responsibilities, and qualify for tuition reimbursement.
- I find that this course **is not** related to the team member's current position and scope of responsibilities, and do not qualify for tuition reimbursement because:

Director's Name (Print): _____ Director's Signature: _____ Date: _____

To be completed by Human Resources:

Required documentation is attached:

- Transcript indicating grade received
- Proof of payment indicating tuition expense(s)

Amount to be reimbursed:

_____ X _____ = _____
Tuition Rate (based on grade) Reimbursement Amount

Total Reimbursement Amount: _____ Distribution Date: _____

Remaining Reimbursement Amount available to team member: _____
Max of \$5,250 per year