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| **TUITION POLICY** |
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**POLICY STATEMENT**

The Concept Packaging Group (CPG) Tuition –Education Reimbursement Policy (the “Policy”) is intended to encourage and help support our employees (through educational reimbursement) in pursuing job-related education to improve current job performance, increase job-related knowledge, and broaden future potential within our Company by attending courses of study at an accredited educational institution.

This Policy only applies to those courses taken on an employee’s own time and initiative outside the normal working schedule, not to courses or seminars required by the Company and for which the employee’s time is paid.

**Limits**: The total amount reimbursed per employee per calendar year may not exceed $1,000 for classes and textbooks.

**Administration.** The procedures outlined in this policy are administered by the Human Resources Department.

**Affectivity.** This Policy became effective on October 21, 2011 and supersedes all prior policies relating to tuition reimbursement benefits for CPG employees. This Policy may be revised at any time and from time to time by CPG management.

**Eligible Degree Programs**. To be eligible for tuition reimbursement, the employee must be pursuing a degree that is an enhancement to the employee’s job function. This includes, but is not limited to, a higher degree in the chosen field, a high school equivalency degree, a degree generally related to CPG business and one in which the employee could reasonably use in filling a potential vacancy at the company, or a degree that would help the employee obtain a promotion. This program does not promise promotion or entry into a new career field.

**Eligible Institutions.** Only courses recognized by degree programs from accredited institutions of learning are eligible for tuition reimbursement.

**Eligible Expenses.** An employee may request reimbursement for the cost of up to two courses per semester, quarter, summer session or accelerated class session. Primary textbooks will be reimbursed at cost. **The total amount reimbursed per calendar year per employee may not exceed $1,000 for classes and textbooks combined.**

**Reimbursement amounts:**

Employees are eligible to receive tuition reimbursement after the class is complete and the final grade has been submitted to HR. The employee is eligible to receive the following amount of reimbursement (subject to the annual cap of $1,000) based on the grade acquired:

 Final Grade Amount of Reimbursement

 A 100%

 B 75%

C or below 50 %

Reimbursement for a “Pass-Fail” course will be paid at 100% if the final grade is Pass.

**Scholarships and Other Reimbursement Sources.** If the employee is eligible for any supplemental tuition reimbursement, such as scholarships, grants, veteran’s educational benefits, and other sources of money, the employee is obligated to report this with documents to the Human Resources representative and to report this information on the Tuition Reimbursement Form. Any remaining expenses for tuition and books not covered by the supplemental tuition received can be submitted to CPG for reimbursement under this Policy.

**Internal Revenue Limitations.** The Tuition Reimbursement Policy is designed to comply with Internal Revenue Service guidelines concerning educational assistance for employees. Reimbursements made for courses covered by this Policy are for educational expenses related to employees’ current jobs and are thus excluded from reported income. All reimbursements are processed through the CPG Accounting Department, regardless of whether they are subject to income tax or not. The payment of any taxes due remains the sole responsibility of the employee. Finally, the rules of this Policy may be modified at any time without notice to keep the program in compliance with the Internal Revenue Code.

***Procedures***

 To be eligible to receive educational reimbursement, the employee must:

 1. Complete and sign 3 forms: a Tuition Reimbursement Degree Intent form, A Tuition Reimbursement Application and sign the Letter of Commitment Agreement.

 2. Obtain signatures from the department manager on the completed form.

 3. Submit the completed/signed form to HR at least one week prior to the class start date.

 4. Pay for tuition and required books and obtain receipts.

 5. Complete courses with a grade of “C” or better, or “successful completion” for non-letter grade courses.

 6. Notify HR immediately of incomplete, withdrawn, or dropped courses.

 7. Submit copies of receipts and grade reports and/or proof of course completion to HR within thirty (30) days after completing the course.

Management reserves the right to amend the plan or terminate at any time.



 **TUITION REIMBURSEMENT DEGREE INTENT**

Employees wishing to avail themselves of CPG’s Tuition Reimbursement Policy must complete this form and obtain signatures as indicated prior to embarking upon a course of study to be eligible for reimbursement.

Name Location Dept #

Current Title Cell Phone #

School where degree is to be obtained Hire Date

Intended Degree Intended Field of Study

Reasons for pursuing this course of study:

Degree Intention Strategy (list each course in the program leading to the degree-use attachments if necessary)

**Course Anticipated Date of Completion**

**Employee Signature : Date**

**Manager Signature : Date**

**GM Signature : Date**

**HR Signature : Date**

 

**TUITION REIMBURSEMENT APPLICATION**

Employees wishing to avail themselves of CPG Material Handling Company’s Tuition Reimbursement Policy must complete this form and obtain signatures as indicated prior to enrolling in each course to be eligible for the benefit.

Name Location Dept #

Current Title last 6 digits of SSN

School where course is to be taken

Title of Course

Course Start Date Course End Date

Estimated Tuition Cost Estimated Book Cost

Are you receiving aid for this course from any other source (grant, scholarship, etc)? Yes No

If yes, name source Amount

**Employee Signature : Date**

**Manager Signature : Date**

**HR Signature: Date**

**Do not complete this portion until after the course is complete or terminated.**

 Course Completed, Grade Course canceled, Reason

 **Amount Due Employee** Total % Eligible (100% or 75%)

##### Date submitted to AP\_\_\_\_\_\_\_\_\_\_\_\_\_\_ HR Approval Date



**COMPANY-PAID EDUCATION AND TRAINING**

Concept Packaging Group realizes that education and training plays a role in retaining and developing its workforce, as well as contributing to project-related changes in business processes. A skilled employee is a more productive employee.

However, a skilled employee is also a more marketable employee. Thus, company investments in individual education are at risk until such time as the employee has used the newly acquired skills on the job and the company gains from improved performance as its “return” on investment.

Thus, as a condition of employment, employees will be required to share the risk of extraordinary training investment according to the following:

* Extraordinary training investment shall be defined as company-paid education which exceeds $1,000.00 in any twelve-month period.
* Tuition reimbursement, fees, and the like shall be included in the $1,000.00 cost total.

Any employee who resigns within two years of receiving tuition reimbursement for any graduate level degree course(s) and or one-year after completion of any undergraduate level degree course(s) will be required to repay the company for any and course(s) taken.

It should be recognized that extraordinary opportunities to receive education reimbursement are a benefit extended to employees who by their productivity and contribution to company goals warrant such investment.

 **AGREEMENT ON EDUCATION EXPENSE RECAPTURE**

Letter of Commitment

I, , the undersigned employee, realize that extraordinary investment in Education Reimbursement by the company on my behalf is an investment on which the company has a reasonable expectation to realize a return. Accordingly, I agree to reimburse the company for such education benefits received prior to any voluntary resignation on my part, according to the following:

* Extraordinary training investment shall be defined as company-paid education and training paid under the Company Tuition Reimbursement Policy which exceeds $1,000.00 in any running twelve month period.

If I should voluntarily terminate my employment with CPG, I do hereby authorize CPG at it’s sole discretion to deduct and withhold from any wages or other monies owed to me or my estate at any time of my termination, applicable federal, state and local taxes together with such sum or sums as may be necessary to fully reimburse the Company for any amount of tuition reimbursement and or extraordinary training, that I received according to the Company’s established policies with respect to Tuition Reimbursement and or Extraordinary training.

I understand, that if I resign within one year of receiving extraordinary training or two years after completion of any graduate level degree course(s) or one-year after completion of any undergraduate level degree course(s) , I will be required to repay the company for any course(s) taken that I was reimbursed for or that CPG paid for.

###### Employee Signature Date

**Witness Signature Date**