

RAE Corporation Educational Assistance Program

Objective:

Through our Vision, RAE Corporation supports the personal growth of our Employees for the shared interest of both the Company and the Employee. In keeping with this, the RAE Corporation supports self-development and educational efforts that are determined by RAE Corporation to be directly related to an employee's job responsibilities. RAE Corporation will support these endeavors by providing reimbursements for some of the expenses associated with continuing education courses.

Eligible Employees:

Employee eligibility will be solely determined by RAE Corporation. Full-time, regular employees must have completed one year of continuous service. Employees may pursue a degree or take individual courses at approved and accredited educational institutions under this program, provided the course of study is job-related. Employees may not be receiving financial assistance of any type from any source for the course or study for which they are seeking reimbursement from RAE Corporation.

Approved Courses and Institutions

The course must be taken at an accredited institution approved by RAE Corporation. The course must be directly related to an employee's job responsibilities, as determined by RAE Corporation.

Tuition Reimbursement Limits:

Reimbursement may only be received if the employee has previously applied and been approved for reimbursement. RAE Corporation reimburses an employee for actual tuition fees incurred at an accredited educational institution up to the current in-state tuition rate for public universities. Employees approved to participate in Educational Assistance Program must receive a C or better to earn reimbursement. Reimbursement is limited to six credit hours per semester. No reimbursements are made for books, fees, travel, or other course expenses.

Application Procedures:

Applications are available in the Human Resource Department. A new application must be submitted to Human Resources before each semester. Approval is on a first-come, first-serve basis, as budgeted funds permit. Employees are notified of acceptance by Human Resources. If a request for tuition reimbursement is rejected due to budget limitations, an employee may reapply to participate in the Educational Assistance Program at the beginning of the following calendar year.

Reimbursement Procedures:

Employees must submit copies of course enrollment, tuition costs, and grades to the Human Resource Department within 30 days of course completion. RAE Corporation will make reimbursement after we have determined eligibility and entitlement based on the documents presented to Human Resources.

Any employee who voluntarily leaves the Company or is terminated pursuant to RAE policies, including but not limited to discipline, conduct or performance issues prior to completing a course shall not be reimbursed for any tuition associated with the course.

Because this benefit is offered to employees to maintain or improve their required skills and to encourage their further development while increasing their contribution to the organization, any employee who leaves RAE Corporation within 5 years of receiving any tuition reimbursement will be required to repay all or a portion of the any tuition paid on his/her behalf during the last 60 months of employment. The portion owed by the employee is 100% of any tuition paid within 1 year of departure. The amount decreases by 20% for each year of service after the tuition is paid. Any deficiency owed under this program becomes immediately due and payable at the time of termination. RAE Corporation has the right to deduct any deficiency from any monies due and owing the employee including but not limited to paychecks, expense checks, and commissions.

Additional Information:

RAE Corporation provides this as a benefit to our full time employee. As such, courses should be scheduled around regular work hours and coordinated with the department supervisor to ensure the department output does not suffer. RAE Corporation makes no commitment to provide for all courses leading to a degree. Each course must be applied for separately and is evaluated on its individual merits in accordance with this procedure.



TUITION REIMBURSEMENT APPLICATION

Employee Name _____
Title _____
Department _____
Hire Date _____

COURSE INFORMATION (Please list courses in order of priority)

Table with 5 columns: Course Name, Course #, Credits Earned, Start Date, End Date. Includes three empty rows for course entry.

Name of Educational Institution: _____
Address of Institution: _____

[] Attach a course catalog description or brochure as well as a projected course schedule (or actual course schedule, if available) and a projected itemization of costs (a copy of fees listed in the educational institution's catalog is acceptable for this purpose).

Is course job related? Yes [] No []
Are you currently enrolled in a degree program? Yes [] No []
If yes, what type of degree? Associates [] Bachelors [] Masters [] Other []
If yes, is course degree related? Yes [] No []
Is course career related? Yes [] No []
Is course required to do your job? Yes [] No []
Have you applied for tuition assistance in the past 3 years? Yes [] No []
Is reimbursement being obtained from any other source (i.e. grant, scholarship, GI Bill, etc.)? Yes [] No []
If yes, how much: \$ _____
Name of source(s): _____

Total Tuition Cost \$ _____ (Tuition costs only, do not include fees or books)

This information is true and accurate to the best of my knowledge. I have read and agree to all the conditions of RAE Corporation's Tuition Reimbursement Program including repayment of monies paid by RAE Corporation in the event of employment termination, either voluntary or involuntary, within 5 years from application date.

Applicant Signature: _____ Date: _____

TO BE COMPLETED BY EMPLOYEE'S SUPERVISOR

Has the employee completed original probation?

Yes

No

Is the course related to employee's present job function?

Yes

No

Is the course required for employee's position?

Yes

No

Signature of Supervisor:

Signature of Approval by Vice President:

Submit entire application along with required documentation and approval to Human Resources before each semester:

Tuition Coordinator, HR Signature:

Date:
