



Tuition Reimbursement Policy

Purpose:

Holding our people in high value is a Kizano Core Value. We also embrace a continuous learning environment. To help achieve these goals, Kizano is committed to helping our employees pursue their own career goals through tuition, professional certification training, and certification exam reimbursements.

Who is Eligible: All full-time employees who have been with the company at least 90 days and who have satisfactory performance.

What costs can be reimbursed:

For college classes: tuition, books and fees

For certifications: training, books and exam fees

**Limitations below apply to both college classes and certifications.

Limitations:

- a. The corporate staff will determine the total amount of funds available for reimbursement.
- b. Each employee will be limited to **75%** of their total costs.
- c. Reimbursement is limited to \$600 per semester.

Semesters: January – June
July – December

- d. Membership fees to professional organizations are not included in the tuition reimbursement policy.

Process:

- a. Kizano employees may submit a Tuition Reimbursement form to HQ HR staff. The request will describe the courses and career goals being pursued, and an estimate of the costs.
- b. The Kizano staff will notify the employee when the request has been approved or disapproved. If the request is approved, Kizano will notify the employee of the maximum amount available. The approved amount may be less than the \$600 stated above.

- c. The employee is required to submit copies of paid receipts prior to getting reimbursed. The reimbursement will be added to the employee's payroll check in the next pay period following approval and copies of receipts are submitted.
- d. At the end of the course the employee must submit evidence that the course was completed. If the employee fails to complete a course after receiving tuition reimbursement the employee will be ineligible for further tuition reimbursement for 12 months. The tuition reimbursement will not be collected back from the employee.
- e. Tuition reimbursement up to \$5,250 per year is not taxable and is not included in your W-2. (IRS Publication 970, current as of August 13, 2015 and subject to change).

Disclaimer:

This program is not a guaranteed benefit. The Kizano staff may determine that no funds, or limited funds, are available. Requests may also be denied if an employee's performance is not satisfactory, the employee is on a performance improvement plan, or the employee has not followed the prescribed procedures for tuition reimbursement for the current or previous requests.

APPROVED