



Employee Reimbursement Application and Agreement

Chris-Tel Company of Southwest Florida, Inc. d/b/a Chris-Tel Construction (“Chris-Tel”), encourages the continuing development and education of its Employees in their pursuit of academic degree attainment. While the ultimate responsibility for educational development is the Employee’s, Chris-Tel wishes to support their Employees in their pursuit of educational development by funding mutually beneficial development opportunities while the Employee is employed at Chris-Tel Construction. Chris-Tel supports undergraduate, graduate and certificate courses that are relevant to the duties performed as a Chris-Tel Construction employee.

Please read the Tuition Reimbursement Policy before completing this application (see attached).

Employee Name:	Date of Request:
Supervisor:	Date(s) of Course(s):
Course Title(s):	Offering Institution:
Course(s) Location:	Cost of Course(s):
Type of Course (<i>undergraduate, post-graduate, etc.</i>):	Please attach a copy of all course descriptions to this request.
<i>Description of Anticipated Mutual Benefits (Briefly describe all courses for which reimbursement is being sought and how they relate to your current position or a future position at Chris-Tel):</i> 	

In the event the request is approved, Chris-Tel agrees to reimburse a percentage of the tuition paid by its Employee upon completion of the above pre-approved course(s). For certain approved certificate courses, Chris-Tel may agree to pre-pay the cost if Employee so requests. No college courses shall be pre-paid.

For approved courses, Chris-Tel will reimburse tuition when the Employee completes and presents proof of completion in the form of the final grade report. Chris-Tel will reimburse 100% of the tuition for a grade-level of “B” or above. The Employee shall also submit a tuition bill showing the cost of the course. Chris-Tel does not reimburse the costs of books or any other fees associated with attendance of the course. Chris-Tel agrees to reimburse its employee for costs, *minus any grants or scholarships received by student/employee*, according to scale in the Tuition Reimbursement Policy.

By signing below, the Employee agrees to the following, provided the course is approved:

1. The Employee agrees to attend and complete the course.
2. The Employee agrees to report on the course, if requested.

3. The Employee agrees to reimburse Chris-Tel for the cost of the course if he or she fails to satisfy any of the above requirements.

Employee's Signature	Date
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Approvals

Supervisor	Date
Officer	Date
Human Resources	Date

Note: If changes occur, you must notify Chris-Tel's Human Resources department to confirm approval.

Tuition Reimbursement Policy — 4/1/2018

Chris-Tel supports undergraduate, graduate and certificate courses that are relevant to the duties you perform as a Chris-Tel Employee. Reimbursement will be granted if the course relates to the duties of the Employee in a current or in a future position at Chris-Tel. The course content must be pre-approved by an Officer and Human Resources.

1. Chris-Tel will reimburse tuition when the Employee completes and presents proof of completion in the form of the final grade report. The Employee will also submit a tuition bill showing the cost of the course. Chris-Tel agrees to reimburse its Employee for the cost of the course, *minus any grants or scholarships received by employee*, according to the following:

Grade	Reimbursement Amount
B or Equivalent or Better (Pass)	100% of tuition
Lower Grades	Not eligible for reimbursement

The Employee or Intern must be employed by Chris-Tel at the completion of the course to be eligible for tuition reimbursement.

2. Should the Employee terminate employment with Chris-Tel voluntarily or Chris-Tel terminates Employee, the Employee agrees to repay tuition aid reimbursements in the following manner:

Grade	Reimbursement Amount
Within eight (8) months of receipt of tuition reimbursement	Full amount of tuition paid by Chris-Tel on Employees behalf
Between eight (8) and sixteen (16) months of tuition reimbursement	Two thirds (2/3) of tuition paid by Chris-Tel on Employee's behalf
Between sixteen (16) and twenty-four (24) months of tuition reimbursement	One third (1/3) of tuition paid by Chris-Tel on Employees behalf

3. Chris-Tel may withhold from the Employee's final paycheck monies, up to the amount due Chris-Tel for educational assistance reimbursement paid, based on the above table.

4. Tax consequences (if any) as a result of company reimbursement under this Policy are the sole responsibility of the Employee.

5. The Employee acknowledges and agrees that nothing contained in the Agreement or this policy guarantees his or her employment for any period of time and is not a contract for employment. The Employee understands and agrees that his/her continued employment is conditioned on his/her performance, behavior and or the availability of work as determined by Chris-Tel and pursuant to all of the applicable employment policies in effect for Chris-Tel employees.