



## **Educational Assistance Policy**

### **Policy**

Abilene Machine will assist current and future up to a maximum of \$5250 per year for continuing education through an accredited program that either offers growth in an area related to his or her current position or that may lead to promotional opportunities. This education may include college credit, courses from a trade school or certification program that can be job related.

An employee must secure obtain a grade point average (GPA) of 3.0 or higher to qualify for future tuition assistance. Expenses must be validated by receipts and a copy of the final grade or certification received.

### **Eligibility**

Full-time, regular employees working a minimum of 38 hours on a regular basis are eligible under this policy. Students who are attending a 2 or 4 year post-secondary education program are eligible under this policy. Full time and students will agree to continue employment with Abilene Machine for a minimum of three (2) consecutive years to follow the completion of the education program.

### **Procedures**

Student interested in partnering with Abilene Machine will apply for the reimbursement program using application (Appendix A)

- Applicants will be narrowed down based on the following criteria
  - GPA
  - Written essay
  - 2 Professional references
  - 1 Personal reference
- Applicants passed to the next level will interview with the executive team and HR manager.
- This program is a tuition assistance program. Applicant will receive payment in the following format
  - First semester – paid 100% by the candidate
  - Second semester
    - GPA 3.0 – 3.49- Abilene Machine will pay 50% of tuition up to maximum of \$1312.50
    - GPA 3.5 – 4.0 – Abilene Machine will pay 100% of tuition up to maximum of \$2625
  - Third semester and forward
    - Will be determined by the GPA at the beginning of each semester based on the requirements mentioned above.
- A copy of the tuition reimbursement request form must be submitted to HR with the approved amount.
- The HR department will coordinate tuition payment with the Accounting department



### **Separation from Abilene Machine**

- If employee voluntarily terminates employment with Abilene Machine prior to completing six consecutive months of active employment, you will refund the entire amount of the educational expenses provided to you.
- If you voluntarily terminate employment with Abilene Machine after completing six months of active employment but prior to completing 24 consecutive months of active employment, you will refund a prorated share of the educational expenses provided to you. The prorated amount will be based on the total amount of educational expenses provided divided by the percentage of time left in months from one year that you did not continue working. For example, if you receive the maximum of \$2,500 for an educational course and work only nine months after completion of the course, you will refund 25% of the \$2,500 or \$625 (three months not served divided by 12 months equals 25%).
- If student breaks contract to begin employment with Abilene Machine and does not begin employment they will pay back the full amount that was paid towards their tuition.

### **Course failure**

- Failure to successfully complete any course or the program overall will result in an obligation to repay Abilene Machine the amount of tuition advanced.

Any questions or comments related to this policy should be directed to HR Manager, Priscilla Abell; 785-655-9455 ext 1401 or [pabell@abilenemachine.com](mailto:pabell@abilenemachine.com)



## Appendix A

### Instructions:

- Complete the educational assistance application and attach descriptive information regarding the course(s) or degree program you wish to enter.
- Meet with the Human Resources manager to discuss your educational assistance request. If it is agreed that your request meets policy guidelines and budgetary restrictions, the manager will grant preliminary approval.
- If funding is approved, a check for the designated amount based on the semester standards will be produced and sent to the educational institution

---

### Educational Assistance Application

Date: \_\_\_\_\_

Employee name: \_\_\_\_\_

Department: \_\_\_\_\_ Job title: \_\_\_\_\_

Course title: \_\_\_\_\_

Course dates: \_\_\_\_\_ to \_\_\_\_\_

Degree sought (if applicable): \_\_\_\_\_

Name of institution: \_\_\_\_\_

Address of institution: \_\_\_\_\_



**Course Expenses:**

Tuition: \$\_\_\_\_\_

Fees \$\_\_\_\_\_

Books/materials \$\_\_\_\_\_

**Total cost \$\_\_\_\_\_**

Development objective what long-term goal is this program/course intended to help you reach (Please use a separate piece of paper if needed):

---

---

---

If seeking a degree program, please attach a brief outline of the courses included in the program from the college catalog or program brochure (necessary for initial request only).

I understand that if this request is approved, assistance will be contingent upon successful completion of the first semester and a GPA above 3. Submission of all receipts and paid bills will need to be submitted for approval. I further understand that failure to successfully complete any course(s) will result in an obligation to repay Abilene Machine the amount of tuition advanced.

---

Employee Signature

---

Date



---

**HUMAN RESOURCE DEPARTMENT APPROVAL**

☐ Approved      ☐ Not approved

Reason: \_\_\_\_\_  
\_\_\_\_\_

Does this application meet the established guidelines of the educational assistance program policy?

☐ Yes    ☐ No

Was this expense included in the department budget?

☐ Yes    ☐ No

\_\_\_\_\_  
HR manager signature

\_\_\_\_\_  
Date



---

**ADVANCEMENT**  
**(to be made before course(s) begins)**

Date: \_\_\_\_\_

Advance in the amount of \$ \_\_\_\_\_ is approved.

Expense should be charged to \_\_\_\_\_

\_\_\_\_\_  
Accounting Manager signature

\_\_\_\_\_  
Date

---