**EMPLOYEE EDUCATION ASSISTANCE POLICY**

**Policy Statement**

Apex believes in the development of our employees. It is one of our foundational company values. To develop our employees and allow them choice in their development, we will reimburse for tuition, fees, books, equipment and/or supplies required to complete a course, certification, or pass a certification test for up to $500 per employee, per calendar year.

**Requirements**

The course or certification must:

- Have a reasonable relationship to our business or
- Be required as part of a degree or certification program

This reimbursement does not include the cost of tools or supplies (other than textbooks) that the employee keeps at the end of the course, nor is it applicable towards the cost of lodging, meals, or transportation incurred.

Employees must discuss educational assistance requests with the Human Resources Manager before enrolling to confirm the eligibility for reimbursement and to ensure that it is part of their personal development plan. Employees should complete an application form with the class/course information and submit it to the Human Resources Manager.

Employees will be reimbursed once proof of successful completion is received and confirmed by the Human Resources Manager. One time classes or seminars may be paid directly by the company depending on cost, purpose, etc.

Employees taking work related certification tests (i.e. PMP or Quality Assurance) will be reimbursed once proof of successfully passing the test is received.

Employees who do not utilize their yearly Educational Assistance Allowance may not choose to receive cash or other benefits in lieu of educational assistance. The Educational Assistance Allowance does not accumulate (roll-over to the next year) if unused.

Educational Assistance Allowance will only be considered for active employees in good standing.