

*Marrakech, Inc.
6 Lunar Drive
Woodbridge, CT 06525*

REQUEST FOR EDUCATION ASSISTANCE: TUITION REIMBURSEMENT PROGRAM

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Attached is the Marrakech **Tuition Reimbursement Policy** and **Request for Tuition Reimbursement Application**.

Please submit **all requested paperwork** by fax, email, mail or in person to Elise prior to the course start date.

Thank you!

TUITION REIMBURSEMENT

Policy – The Board of Directors and the management of Marrakech recognize the value of a well-trained and well-educated employee. Marrakech encourages and supports efforts by its employees to improve their skills and advance their education. This policy states Marrakech’s position on providing financial assistance to employees for their educational development and is subject to available appropriations.

1. **Employees Who Qualify for Tuition Reimbursement**

a) Regular Status – Only regular full time employees who have completed one year of continuous service and regularly scheduled part time employees who have completed two years of continuous service may be considered for this benefit. Part time employees’ eligibility requirements do not require a minimum of regularly scheduled hours per week.

b) Actively Employed and in Good Standing - Employees must be actively employed and in good standing and employee’s job performance must be satisfactory. Employees who are on disciplinary provisional status, FMLA leave, military leave, FEMA, and/or maternity leave, under suspension or on unpaid leave will not qualify for tuition reimbursement.

Note: If an employee is suspended pending an abuse/neglect investigation, but there is no subsequent finding of abuse/neglect, the employee does not forfeit future eligibility.

c) Dependable Attendance - Employees must be dependable and have a good attendance record.

d) Certifications Current - An employee must be up to date with all Inservice and Certification requirements for his/her position. All Inservices and certifications must also be valid and current.

e) Other Scholarships - The reimbursement level will be calculated by offsetting any compensation received through scholarships, grants or other sources of education assistance for the intended coursework. For example, if an employee is awarded a grant for education, that portion of educational expenses will not be calculated for reimbursement.

f) Separation of Employment - An employee must be employed at the time he/she completes the course and submits documentation of the course completion in order to be eligible for reimbursement. An employee who voluntarily leaves employment with

Marrakech or is terminated prior to completing the course or submitting documentation for reimbursement is responsible for all expenses associated with that course. Employees who separate from Marrakech's employment within one year of reimbursement must return monies received for this benefit.

2. Course Qualifications

The course subject(s) must be job related, as determined by Marrakech in its sole discretion. The course must be offered by an institution approved by Marrakech.

Courses or programs must be scheduled outside the employee's regular work hours and all homework must be done on the employee's non-work time.

3. Reimbursement Guidelines

Marrakech requires that an employee provide documentation that he/she completed the course with a grade of B "85%" or a 3.0 g.p.a. or better in order to be eligible for reimbursement.

If no grading system is used, the employee must submit evidence of having satisfactorily completed the course. Reimbursement is limited to two courses per regular semester and up to 5 courses per year. Employees are eligible for a maximum benefit of \$3,500 per fiscal year as qualified below.

Marrakech figures the cost per class by the per credit charge, the number of credits the course is valued at, and the payment that the student is responsible for. Books, insurances, registration fees, supplies and other extra items are not considered for reimbursement. In addition "credit for life" and other credits purchased will not be considered for reimbursement.

Tuition reimbursement is not considered compensation and it is therefore not subject to federal and state income taxes. This policy is intended to be consistent with IRS regulations regarding tuition reimbursement.

4. Procedures Required to Receive Tuition Reimbursement

An employee must comply with and follow the below procedures to receive tuition reimbursement for undergraduate, graduate, doctoral and technical courses.

a) Application - Upon course registration, all employees should discuss with their supervisor the relationship of the course to the job. All employees then must complete and submit an Application for Tuition Reimbursement available from the Human Resources Department. Each course must be applied for separately and is evaluated on its individual merits in accordance with this procedure. For each course application, proof of payment,

course description and proof of the cost of the course must be attached to the application. The application will not be considered received until all of that information is submitted. The application must be completed and signed by the employee for each course for which tuition reimbursement is requested and presented to the Human Resources Coordinator for approval.

b) Timeliness of Application and Presenting Proof of Completion -

Applications for completed courses will not be considered. Proof of grades and course completion required to be submitted for reimbursement must be submitted to the Human Resources Coordinator within 30-days of course completion and also within the fiscal year, whichever is sooner

c) Approval Process - Primary consideration will be given to persons working

on a degree necessary for advancement at Marrakech. While seniority with Marrakech will be taken into account, ultimately approval will be granted at the discretion of Marrakech and subject to the availability of annual allocated funds. Because funding for this benefit is generally granted at the beginning of the fiscal year (July 1st), once funds are exhausted, employees will not qualify for consideration unless they apply during the following fiscal year. Employees are notified of acceptance by Human Resources.

d) Submission of Grades - Within 30-days after satisfactory course completion

or before the fiscal year ends (whichever is sooner), the employee is required to submit a copy of the grade from the educational institution, to the Coordinator of Human Resources. A requisition for reimbursement will then be completed and submitted to the Business Office by the Human Resources Department.

