



SMP CORPORATE TUITION REIMBURSEMENT POLICY

I. UNDERGRADUATE

- Up to **\$5,250** per calendar year.
- Successful completion of courses is required for tuition reimbursement to be granted.
 - **A – 100%; B – 90%; Below B is not reimbursed.**
- Cost for books & fees will be reimbursed 100% as part of tuition limit of \$5,250 per year.
- A **minimum (1) one full-year** of service.
- Approval from division management and CORP HR.

II. GRADUATE

- Up to **\$10,000** per calendar year.
- Lifetime limit **\$30,000**.
- Successful completion of courses is required for tuition reimbursement to be granted.
 - **A – 100%; B – 90%; Below B is not reimbursed.**
- Cost for books & fees will be reimbursed 100% as part of tuition limit of \$10,000 per year.
- A **minimum (1) one full-year** of service.
- Approval from Executive Talent Management Committee.

GENERAL ELIGIBILITY GUIDELINES FOR UNDERGRADUATE AND GRADUATE

- Must be a full-time employee in good standing;
- Must meet the performance expectations of his or her current position;
- Must have clear alignment between the employee's educational ambitions and the organization's needs;
- Must ensure the educational institution is accredited or have recognized professional accreditation for specific courses to which the employee is enrolling; and,
- Must apply for and be approved before enrolling in courses or any other type of formal education.