



EDUCATION ASSISTANCE PROGRAMS

At Villa, we are interested in your personal and professional development. Villa offers financial assistance to employees who take outside courses leading toward a degree, certification or license.

Tuition reimbursement is available to all full-time employees after completing two years of continuous service. Authorization for reimbursement must be obtained in advance from your Administrator and Human Resources. The maximum tuition reimbursement for which an employee is eligible each calendar year is \$2,500.

Villa will reimburse you for tuition if your request meets the following considerations:

- The degree or course is in an area recognized by management to be related to your current job or another job that may be reasonably attainable within the Company.
- The class must be taken at a college, university, technical school or other accredited educational institution.
- The reimbursement request has been approved prior to the first day of class.
- Costs incurred must be verified by original receipts and itemized tuition payment ledger.
- You must receive a grade of "C" or better or a "pass" in a "pass/fail" course.
- You have submitted transcripts of your grades.
- You remain employed with the Company for the duration of the course.
- You have completed two years of continuous service as a Full-Time employee prior to starting your courses.

Upon submission of the receipt for tuition and a record of the grade earned, the Company will reimburse you for an amount equal to 100% of the cost of tuition, up to a maximum of \$2,500 per year. Reimbursement will not be made for late fees, student activity fees, books, transportation to and from classes, parking or other non-tuition expenses.

If you terminate employment after receiving tuition reimbursement, all tuition costs are repayable to Villa on the following schedule:

- 100% repayment if termination occurs one (1) year or less after tuition reimbursement.
- 50% repayment if termination occurs more than one (1) year, but less than or equal to two (2) years after tuition reimbursement.
- 25% repayment if termination occurs more than two (2) years, but less than or equal to three (3) years after tuition reimbursement.
- No repayment obligation will be imposed after three (3) years.

Repayment dates will be calculated by completion date of the course.