



Employee Tuition Assistance Plan

If you are a full-time employee, and have been employed by SVA for one year, you may qualify for tuition assistance to further your education. Courses must be taken at an accredited college or university, must relate to the functions of our business and must be taken to help you grow in your current position.

Tuition will be paid on a per credit basis up to a maximum amount of \$1,400 for undergraduate and \$1,910 for graduate study. Registration, lab and general fees, etc., books or other required materials are not covered.

Applications for tuition assistance may be obtained from Human Resources. The completed application must be returned to Human Resources at least two months prior to the anticipated starting date.

Approval of a submitted application is contingent upon:

- I. **The employee's work performance at SVA.**
- II. **Approval from the employee's supervisor, Department Head/Chair, and Senior management.**
- III. **The value of the schooling/training to SVA.**
- IV. **The type of institution.**
- V. **Budgetary Allowances.**

Payment for approved courses will be made upon the submission of a copy of the actual invoice or statement of charges. All checks/wires will be made payable to the institution.

Copies of transcripts or other evidence of satisfactory completion of courses taken must be sent to Human Resources within two months after the end of the semester. If an extension of this deadline is necessary, Human Resources must be notified immediately.

IMPORTANT: Matriculated students must maintain a minimum cumulative Grade Point Average (GPA) of 3.0. Anyone whose GPA falls below 3.0 will not be eligible to continue receiving this benefit. Reinstatement in the plan may be granted once the GPA is equal to or above 3.0.

If it becomes necessary to withdraw from an approved course, or if your employment with SVA ends before you have completed an approved course, both Human Resources and the school you are attending must be notified as soon as possible and arrangements must be made to reimburse SVA either directly or through salary deduction for all charges paid by SVA.