

Tuition Reimbursement Fact Sheet

NOTES:

- Employee is responsible for monitoring the status of the application to confirm that the application has been received and approved.
- Employee will submit one application for each semester of classes, (or one application for each course if not attending classes under a semester program).
- Reimbursement is capped at \$2,500 per calendar year.

Eligibility Checklist

- ☐ I have completed a minimum of six months employment with ERCOT before requesting approval for reimbursement.
- ☐ I am a full time employee of ERCOT. I understand that I must be a full time employee of ERCOT at the time the reimbursement to receive payment.

Process Checklist

- ☐ Review the terms and conditions of the Tuition Reimbursement Program.
- ☐ Fill out the Application before the start of the class.
- ☐ Attach fee receipt.
- ☐ Obtain Management approval before the start of the class
- ☐ Review and sign the Tuition Reimbursement Agreement.
- ☐ Submit approved Application and Tuition Reimbursement Agreement to HR.
- ☐ HR approves and returns original application to employee (copy of application maintained in employee file).
- ☐ Complete the course and submit your fee statement and confirmation of successful completion (i.e. grade report, pass/fail notice, or certificate of completion) within six weeks of course completion for the semester.

Upon completion of course

- ☐ Submit approved ERCOT Employee Expense Report template to Accounting with approved application, fee receipt, and proof of passing grade attached within six weeks of completion of course.
- ☐ Reimbursement processed in accordance with Employee expense reimbursement procedures.
- ☐ I understand that if I leave employment for any reason other than reduction-of-force, I will be obligated to return all money awarded to me under this program.



TUITION REIMBURSEMENT PROGRAM APPLICATION

Semester ☐ Fall ☐ Spring ☐ Summer

Year

APPLICANT INFORMATION

Name		SSN		
Department Number & Name		Phone	Work	
Title				

COURSE INFORMATION

Adds and Drops should be reported by the end of the institution's ADD/DROP period

Name of School, College or University:

Course Title	Course No.	Begins (date)	Ends (date)	Credit hours

Total Tuition and Fees	\$	Total Hours	
Reimbursement amount requested (up to -\$2,500 per calendar year) <i>Attach copies of fee receipts</i>	\$		

How does this course relate to your present job or promote personal career enhancement within ERCOT?

Are you receiving assistance from other sources (VA, grant, scholarship, etc.)? ☐ Yes ☐ No

If yes, how much?

Per ☐ semester ☐ month ☐ other:

I certify that the information given above is true.

Employee Signature

Date

I certify that the employee meets eligibility criteria and the department approves the request for reimbursement.

Supervisor Signature

Date:

Manager Signature

Date:

Director Signature

Date:

Human Resources Department Use Only

☐ Application Approved

HR
Signature

Date

Tuition Reimbursement Program

The purpose of the Tuition Reimbursement Program (TRP) is to assist employees with professional development in their current positions or for possible future positions within the company. ERCOT offers reimbursement for courses of study that support both current business goals and possible future strategies of the company while meeting individual aspirations of employees. This program is intended to cover part-time, after-hour education leading towards a degree or certificate at an accredited institution.

All career-enhancing coursework directly related to ERCOT employment opportunities, as determined and approved by the employee's line management, will be considered for reimbursement. Tuition reimbursement expenses are charged to the employee's department. Common degree programs supported typically focus on the following broad areas:

- Business
- Computer Science
- Communications
- Education/Training
- Energy/Utility
- Engineering
- Finance/Accounting
- Human Resources
- Law/Legal/Paralegal Studies
- Political Science/Public Policy
- Power Engineering
- Technology

While successful completion of a course of study improves educational background, it does not obligate the Company to reward such completion through promotion, transfer or reassignment, or wage or salary increase.

Eligibility for Participation

All active full-time employees are eligible to participate in the TRP upon completion of six months of service as an employee of the company and satisfactory job performance as determined by the employee's manager. Part-time employees are not eligible to participate in the program.

Courses that began prior to six months after the employee's hire date are not eligible for reimbursement under the program.

Courses cannot conflict with normal work assignments.

Courses Eligible for Reimbursement

To be eligible for reimbursement, courses must be offered by post-secondary educational institutions accredited by the U.S. Dept. of Education or a certifying body associated with professional accreditation or certifications. Coursework involving alternative instruction techniques such as distance learning (e.g. satellite or online networks) are subject to the same eligibility requirements for reimbursement.

Certificate and license programs that are conducted by accredited institutes or universities (and are based on continuing education unit (CEU) credits instead of the traditional academic credit hours) are also supported by the TRP. Additionally, the TRP can be used to cover single academic credit courses taken at a college or university that improve an employee's effectiveness on the job (e.g. foreign language courses, writing courses, business courses, etc.) All certifications, licenses, or single academic credit courses considered career-enhancing and relevant to ERCOT by an employee's management will be considered for reimbursement.

If an employee seeks to be reimbursed during a series of courses for one certification, then the employee must submit a separate application for each course in the series. A certification and/or letter grade (of a "C" or above) will be required for each course to receive reimbursement. If one certification is given for a complete series of courses, then the employee must have the accredited institution provide a letter to the employee with a passing recommendation for the course to be eligible for reimbursement.

Courses Not Eligible for Reimbursement

Courses that are taken at an unaccredited institution will not be approved. Audited courses, including portfolios, exempted courses or other life experience credits are not eligible for reimbursement. Education involving sports, games, or hobbies is not eligible unless the education can be justified as career-enhancing or is required as part of a supported degree program.

Reimbursement Amounts

The reimbursement amount available to an ERCOT employee through this program is capped at **-\$2,500** per calendar year for full-time employees are reimbursed as follows:

- 100% of eligible expenses with a grade of C or above, numerical equivalent or passing certificate or statement of satisfactory course completion.
- 0% of eligible expenses with grade of D or lower or statement of unsatisfactory completion (Withdrawal, etc.).

The Company will reimburse the difference between eligible course costs and the amount(s) an employee receives from other education benefits (e.g., Veterans Administration, scholarships, or grants) up to the maximum amount of \$2,500 per calendar year.

Application and Approval Process

To participate in the TRP, an employee will submit an application. One application is required per semester or, if not under a semester schedule, per course.

All TRP applications require approval by an employee's management, up through and including the employee's Director.

If changes to the original information occur subsequent to application approval, (e.g. changes in courses, costs, course numbers, etc.) the employee must first obtain Director approval of the change. Substitutions of information which change the nature or cost of course work originally approved will not be considered eligible for TRP without Director approval. This includes additional book fees, and start/end date(s) of courses.

Expenses

The following expenses are **eligible** for reimbursement:

- Tuition
- Books and materials required for taking and completing the course
- CLEP exams
- Pre-requisite courses
- Course/Mandatory fees associated with the course (see ineligible expenses below)
- Laboratory and Educational Resource fees

The following expenses are **ineligible** for reimbursement:

- Tuition charges covered by grants, scholarships or other educational benefits
- Education involving sports, games, or hobbies unless the education can be justified as career enhancing or is required as part of a supported degree program
- Fees not associated with the specific course being reimbursed
- Late book fees
- Late registration fees
- Special payment plan charges, finance charges, late payment charges or late fees, including deferred payment plan fees and interest charges

- Transcript fees
- All graduation fees, including cap, gown, transcripts, diplomas, etc.
- Transportation fees (airline tickets, etc.)
- Parking fees
- Entrance exams (SAT, ACT, GRE, GMAT, LSAT, MCAT)
- Computer equipment and connect charges
- Meals/Lodging
- Audited courses, including portfolios, exempted courses, or other life experience credits
- Institutions or programs of study not approved by the company
- Courses/certifications not successfully completed with a grade of C or above, numerical equivalent or certificate, or statement of satisfactory course completion
- Supplies (e.g. pens, paper, day planners, backpacks)
- Testing fees

All reimbursements are paid directly to the employee only.

Any agreements entered into by the employee with the college/university or another lending institution are solely the responsibility of the employee and do not create any liability for the Company.

Employee Responsibilities

- Ensuring that coursework creates value for the Company through their professional development and that initiative is taken to apply new learning to the work environment.
- Ensuring that their line of management (up to the Director level) has an understanding of the coursework being undertaken and that the coursework is integrated with their professional development plans.
- Ensuring that courses are being provided by an accredited institution.
- Ensuring that courses do not interfere with normal job responsibilities
- Submitting applications for educational assistance in a timely manner before the course begins in order to ensure adequate review and approval time.
- Retaining itemized receipts and/or school invoice(s) and a copy of course grades in order to be reimbursed, and submitting the proper documentation within six months of the course end date.
- Submitting receipts and payment records associated with educational benefits received from outside sources (e.g. scholarships, grants, Veterans benefits).
- Tracking and calculating year-to-date reimbursement totals so as not to exceed the annual maximum allowable reimbursement limit.

Line Management (Manager, Director) Responsibilities

- Reviewing and approving an employee's TRP application and maintaining the integrity and fairness of the approval process within their organizations. Line management is responsible for ensuring an employee's eligibility for participating in the TRP. Requests should be evaluated with attention to the following considerations:
 - Potential value created for the Company with respect to the employee's enhanced contribution through proposed degree work;
 - Alignment with current and future departmental goals and objectives; and
 - Alignment with current professional development plans for the employee.
- Ensuring the employee is a full time, active employee with satisfactory performance and six months or more of ERCOT employment
- Observing appropriate limits of authority regarding approvals related to the TRP
- Ensuring departmental budgets can adequately cover the financial costs of the TRP on an annual basis

Tuition Reimbursement Agreement

I understand that ERCOT will reimburse the difference between eligible course costs and the amounts I receive from other educational assistance benefits (i.e., scholarships, grants, Veterans Administration, etc.). I am responsible for submitting an itemized tuition statement, with documentation showing all educational assistance benefits received and a copy of my official grade report upon completion of the course.

I understand that if I voluntarily terminate or resign my employment with the Company, or if the Company terminates my employment for any reason other than reduction-in-force, ERCOT will not reimburse course costs for any courses not completed at the date of termination. If ERCOT terminates my employment as a result of a reduction-in-force or elimination of position, I understand that ERCOT will reimburse eligible course costs for any coursework approved and commenced prior to my termination date according to the TRP guidelines.

Additionally, I understand that, if I voluntarily resign from ERCOT or am terminated for any reason other than reduction-in-force within twelve (12) months of receipt of an ERCOT TRP reimbursement, I will be required to repay ERCOT one hundred percent (100%) of TRP reimbursements I received within the prior 12-month period. I understand that, if I falsify or misrepresent any document or information submitted to ERCOT, including misrepresentation of other educational assistance I receive, the Company may bar me from future participation in the TRP, may require me to repay any TRP benefits paid to me, and may take corrective action up to and including termination of my employment.

In the event I receive reimbursement in excess of the annual limit under the TRP, I will repay to ERCOT the monies received within 60 days of the check date. I will be held liable for repayment and will not be eligible to participate further in the TRP until the overpayment is repaid. I accept the responsibility to keep track of my year-to-date totals for reimbursement.

Lastly, I understand that this Agreement does not alter my status as an employee at-will, and my employment may be terminated at any time, with or without notice and with or without reason. This Agreement constitutes the full and final agreement between the parties. There are no other agreements, written or oral, expressed or implied, between the parties. Should any portion of this Agreement be held unenforceable for any reason, it shall be deemed severed from the Agreement and the remainder of the Agreement shall continue to be enforced in its entirety.

I hereby authorize ERCOT to deduct the amount of the TRP reimbursement(s) from any final salary and/or any unused vacation pay, if I leave employment within 12 months from receiving the TRP reimbursement. If additional reimbursement to ERCOT is required, I agree repayment will be made within 60 days of my termination date.

Employee Name

Date