

KES, Inc. Tuition Assistance Program

Back
to
School



KES, Inc Education Assistance Program

KES, Inc. feels an individual who possesses a desire to continue their education, in addition to performing their job, shows a commitment to improving themselves and their position with the company. To encourage and reward these individuals, KES, Inc. offers an Education Assistance benefit.



Education Assistance

- How the Plan Works
 - a) Each fiscal year (1 July to 30 June), money will be allocated towards Education Assistance
 - b) At the beginning of each fiscal year, all pre-approved educations programs should be submitted to HR
 - c) Funds will be divided equally between the approved participants, not to exceed the total cost of program or \$2,500 for undergraduate /\$5,000 for graduate degrees which ever is less
 - d) Funds can be used for registration, tuition, books & additional lab fees

How to Qualify For Program

1. Must be a full-time professional services employee.
2. Course/Program must be job related.
3. Classes must be taken at an accredited educational institute.
4. Have at least 3 months of full-time service w/ KES
5. Must have an approved Education Application on file with HR.



How to Qualify and Submit a Reimbursement

1. Final grade for each class must be a B or better.
2. Submit certified transcript of grades w/ receipts for expenses to HR
3. All courses must begin by June 30 of each year, unused funds cannot be carried over to next KES fiscal year.
4. 6 Month commitment to continue employment w/KES



Application Approval Process

1. Get your manager's approval
2. Turn signed application into HR-verifies meets all plan criteria.
3. Forwarded to COO for Final approval.
4. Applications can be found on the company Intranet site.

See Education Assistance Policy for all terms and conditions.

