



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

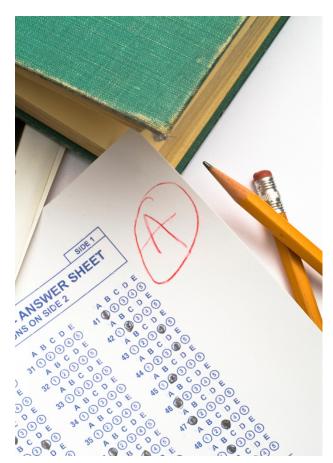
- 1. Must be a full-time professional services employee.
- 2. Course/Program must be job related.
- Classes must be taken at an accredited educational institute.
- 4. Have at least 3 months of full-time service w/ KES
- 5. Must have an approved Education Application on file with HR.





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.



