



Belt Railway Company of Chicago Policies & Procedures

POLICY No: 7

POLICY: Tuition Reimbursement Policy

Effective: January 1, 2004

Reviewed: April 30, 2021

Revised: May 1, 2021; August 26, 2019; January 1, 2014; January 1, 2012;
January 1, 2011; August 1, 2009; January 1, 2006

BRC TUITION REIMBURSEMENT POLICY

Policy Purpose:

The purpose of this Policy is to encourage employees of The Belt Railway Company (BRC) to pursue part-time courses of study to enhance their job skills and professional development. Eligible employees will be provided certain reimbursements for expenses incurred to attend approved educational programs. Applications for this program will be approved when it can be demonstrated that both the employee and the Company will benefit from the course of study.

Policy and Procedures:

This policy applies to all regular active, full-time, employees with more than twelve (12) months continuous service with the BRC. For the purposes of this Policy, the date of calculating the period of twelve months of continuous service will be the date the Educational Assistance Request is submitted for approval. This Policy does not apply to circumstances where the Belt elects to offer courses to employees in training or qualification programs. Reimbursement will be available to an employee who has earned a "C" grade or better and is an employee of BRC at the time of the completion of the course(s).

A course of study at an accredited institution of learning shall be considered job-related only if the following requirements are satisfied:

- 1) The course will enhance existing skills which are applied in the course of the employee's performance for the Company, or
- 2) The course will develop new skills which are intended to be applied in the employee's future performance for the Company

In accordance with items (1) and (2), above, the employee's Department Head, Director - Human Resources and the President (or the President's appointee) will determine whether the course of study will benefit the Company and is subject to reimbursement.

Employees wishing to participate in this program must obtain a Tuition Approval Reimbursement Form from the Human Resources Department. The completed application is to be submitted to the employee's supervisor, who will review and submit to the Department Head for consideration.

The application will also include a brief narrative summary of the specific goals that the employee intends to accomplish by completing said course of study, as well as how said course of study will further the interests of the BRC. The summary should be sufficiently detailed so that the required approval authorities can decide whether or not a proposed course of study is applicable to the employee's personal development and the BRC's business interests. The employee should draft the statement in a short (usually not to exceed one (1) page) memorandum format, similar to business correspondence.

The Department Head will coordinate with all required approval authorities, and if approved, will return the application to the employee in a timely manner along with the determination of the request. It is the employee's responsibility to submit the application to his or her supervisor in sufficient time to permit review prior to course registration. After the course(s) is completed and the final grade report issued, the employee shall complete and submit Section "B" of the Tuition Approval and Reimbursement Form to his or her supervisor, along with the grade report, tuition receipts and receipts for other applicable pre-authorized expenses.

Copies of all paperwork that is submitted for this program will be maintained in the employee's personnel file.

Terms of Assistance:

Eligible employees may be reimbursed up to 100% of the tuition fees for each approved and successfully completed course. Compulsory laboratory, examination and student membership fees may be included in the tuition fees. Books, required software or other pre-authorized class materials are reimbursed up to a maximum of \$250.00 per each approved and successfully completed course. Transportation costs are not reimbursable.

Proof of payment shall be in the form of a receipt for tuition paid from the educational institution. The receipt must specify the course, tuition costs and other processing fees. You must submit an itemized receipt for reimbursement of costs associated with texts or other pre-authorized materials.

Other Provisions:

Participation in this program in no way guarantees promotion, transfer or continued employment. Attendance and study requirements shall be undertaken on the employee's own time and must not conflict with working schedules. However, if the employee's work schedule is changed by the Belt and the employee is forced to drop the course(s),

the Belt will reimburse the employee as if he or she had successfully completed the course.

If an employee voluntarily leaves BRC or is terminated at any point within one year from the date of distribution of the reimbursement amount, the employee must refund the full amount of reimbursement funds on or before the employee's last date of service. If an employee voluntarily leaves BRC or is terminated at any point within three years from the date of distribution of the reimbursement amount, the employee must refund all taxable amounts of reimbursement (i.e. amounts in excess of \$5,250 per year) on or before the employee's last date of service.

Under current federal tax law, tuition reimbursement is non-taxable up to \$5,250 (2021 amount) per calendar year. Any changes in the IRS code regarding this amount will be immediately reflected in this policy.

Questions: Questions regarding the BRC Educational Assistance Program, or the application of any provision of this Policy should be directed to the Human Resources Department.



The Belt Railway Company of Chicago TUITION APPROVAL AND REIMBURSEMENT FORM

Name:

Department:

Position /Title:

Date:

School	Course Title and Level*	Term Beginning**	Term Ending**	Tuition and Fees (\$)	Books, software or other materials (\$)

* Specify level of Course: Graduate (G), Undergraduate (U), or Other (O)

** Month and Year

TUITION AND FEES: \$ _____

BOOKS, SOFTWARE OR OTHER MATERIALS \$ _____

TOTAL AMOUNT REQUESTED:

\$ _____

SECTION - A REQUEST FOR APPROVAL OF ENROLLMENT

TO: _____
Employee's Supervisor

In accordance with all the terms and conditions of the Tuition Reimbursement Policy of the Belt which I have read, your advance approval of my enrollment in the above listed course(s) is requested.

Employee's Signature & Date

APPROVALS:

Department Head

Director of Human Resources

President

SECTION - B REQUEST FOR TUITION REIMBURSEMENT

TO: _____
Employee's Supervisor

I attest that the tuition and fee expenses for which I am requesting reimbursement were not financed wholly or in part by any other agency. I have attached one copy of tuition receipt(s) and grade report.

Employee's Signature & Date

APPROVALS:

Department Head

Director of Human Resources

President

TUITION APPROVAL & REIMBURSEMENT FORM INSTRUCTIONS:

SECTION A - REQUEST FOR APPROVAL OF ENROLLMENT

In order to qualify for reimbursement, courses must be approved by your supervisor, Department Head and BRC's president or his designate. Prior to enrollment, complete Section "A", indicating the name of the school, the course title(s), date of attendance, tuition cost, all applicable fees, and text and materials expenses. Submit completed information, in duplicate, to your supervisor and to the Human Resources Department.

SECTION B - REQUEST FOR TUITION REIMBURSEMENT

Upon successful completion of the approved course(s), complete Section "B," with an itemized receipt for tuition paid, other fees/book cost and a grade report; and submit to your supervisor.

REIMBURSEMENT

You can expect reimbursement of tuition for approved course(s) within a four-week period, after the specified amounts per receipts paid have been authorized by the Company, per approval of Section "B."

If an employee voluntarily leaves the company or is terminated at any point within six months from the date of distribution of the reimbursement amount, the employee must refund the full amount on or before the employee's last date of service with the Company.