



MEMORANDUM

Date: April 9, 2015
To: All Employees
From: Matt Konstance, Director of Human Resources

One of the overwhelming pieces of feedback that we have received from the Employee Satisfaction Survey was the desire for a tuition assistance policy. Please know that your voices have been heard and I am pleased to announce the implementation of CFG's new Tuition Policy. Attached is the Policy and required Application to participate. If you are interested in participating, please familiarize yourself with both.

Both the Policy and Application have been uploaded to Ultipro. You can find the Policy in the Employee Handbook Section and the Application is under "Employee Forms."

Thank you all for your dedication and hard work!

765 Route 70 East, Bldg. A
Marlton, NJ 08053
(856) 797-4754
mkonstance@cfgpc.com



POLICY & PROCEDURE

Policy 3.15: Tuition Reimbursement

Date Created: April 1, 2015

Approved by: Les Paschall, CEO

CFG encourages staff to work toward professional growth and development. In an effort to foster that growth and development, CFG offers Tuition Assistance to eligible employees that consist of all policy requirements identified herein. The purpose of the plan is to provide financial support to employees who wish to further their education and bring value to their current positions at CFG or prepare for advancement within CFG.

ELIGIBILITY

1. Employee must be classified as a Full Time Employee or part time benefits eligible;
2. Employee must have successfully completed his/her 90 day Introductory Period;
3. Employee must not have been the subject of disciplinary action beyond a verbal counseling within the 6 months prior to applying for Tuition Reimbursement;
4. Employee must have prior authorization from his/her supervisor;
5. Employee must be enrolled in an accredited institute of learning;
6. The curriculum for which the employee is enrolled must be relative to the nature of services provided by CFG.
7. Courses must be completed in the current fiscal year for each cycle.

PROCESS AND PROCEDURE

1. Employee must complete an application form which must be approved by his/her supervisor and submitted to Human Resources which includes a written justification as to how the course applies to your current position or would prepare you for advancement within CFG.
2. Applications are intended for future classes and is not meant for costs associated with classes that have already been taken.

3. Applying for tuition reimbursement under this policy with manager approval does not result in an automatic approval. If you are denied for any reason, you will be notified in writing for the reason(s) for the denial.
4. You must complete and file the tuition reimbursement application in full for each enrollment period you wish to receive benefits under the plan. ***(please note there is a fixed amount of funds dedicated to tuition reimbursement each fiscal year and when funds are depleted the application process is discontinued for that fiscal year)***
5. CFG has the right to verify all of the information you provide on the Tuition Reimbursement application. If you falsify information on the application, you may be subject to disciplinary action and up and including termination, disqualification from the plan and repayment of any previous reimbursements made under the plan under false pretenses.
6. Upon completion of the semester, the employee must submit proof of payment along with final grades/transcripts to Human Resources. Reimbursement rates are as follows:
 - \$1,500 per course up to \$3k per semester for full time employees;
 - \$750 per course up to \$1500 per year for part time eligible employees;
 - No reimbursement for a grade below a "C";
 - Maximum reimbursement of \$3k per calendar year per employee.

The amount of benefit available is determined on a per course basis and includes the cost of tuition. Benefits are determined on a calendar year. The plan does not reimbursement for textbooks, registration, supplies, equipment or other fees, meals, lodging, transportation.

7. Employees participating in this program must agree to remain with CFG for a period not less than six (6) months after they have received their most recent reimbursement.
8. Committee will meet on a monthly basis, the first Thursday during the first full week of every month. Decisions will be made by the end of that week..



Tuition Program Application

APPLICANT MUST COMPLETE ALL INFORMATION ON BOTH SIDES OF FORM

Once approved by manager, please submit completed application to:

Matt Konstance
765 East Rt. 70
Marlton, NJ 08053
mkonstance@cfgpc.com
Fax 856-797-4788

Name: _____ Date Submitted: _____

Address: _____

Position: _____ Location: _____

Home Phone #: _____ Work Phone #: _____

Employment Date: _____ Full Time: _____ Part Time: _____

Course/ Certification Information:

Semester: _____ School/Institution: _____

Approved Degree/Certification Program: _____

Major: _____ Expected Completion Date: _____

Course # and Title/Description	Credit Hours	Cost	Start and Finish Date	Grade

****Important: Attach a copy of the Institution's course description, itemized receipt, and official outline or syllabus applicable of courses. Failure to submit all required documentation will delay or impede prepayment/reimbursement processing.**

The course(s) will help me in my present position or career at CFG by _____

Tuition Eligibility:

Have you received any disciplinary actions in the past (6) months? Yes: _____ No: _____

If yes, you will not be eligible to participate in the Tuition Assistant Program.

Are you currently under your 90 day probationary period? Yes: _____ No: _____

If yes, you will not be eligible to participate in the Tuition Assistant Program.

Amount of tuition requested: _____

STATEMENT OF UNDERSTANDING

I understand that I will not be reimbursed the amount of Tuition Assistance if:

- I do not obtain a grade of C or better.
- I fail to submit final grades within 30 days of completion.
- My employment terminates with CFG within 6 month of last reimbursement.

I VERIFY THAT THE INFORMATION ON THIS APPLICATION IS TRUE:

(Applicant's Signature)

(Date)

Department Head Approval

This application has been reviewed for accuracy and completeness. I have also discussed with the employee how his/her choice of course(s) is relevant to the nature of services of CFG. I understand that my approval does not result in automatic approval for payment of the selected course(s)/program.

(Department Head's Signature)

(Date)

Approval for Assistance

(To be completed by Human Resources)

() Eligible for reimbursement contingent upon your satisfactorily completion of courses and final submission process.

() In-eligible
