



Benefits- US based Tuition Assistance Policy

Acacia acknowledges the hard work and dedication our employees contribute every day; therefore, we support those who are looking to continue their education in undergraduate or graduate Degree program by offering tuition assistance. Acacia appreciates your interest in furthering your education and is pleased to support your efforts. We hope you have a long, rewarding career with us.

1.0 Purpose

This policy outlines employee eligibility, reimbursable expenses, procedures and educational time to receive Tuition Assistance.

2.0 Eligibility

Eligibility for Tuition Assistance will be based on the following criteria:

- Regular full-time employees with at least six months' employment prior to the start date of the class.
- Employees who are not in a probationary status, have not been subject to formal disciplinary proceedings, including any written warning, within the past 12 months, and have no disciplinary proceedings pending.
- Course programs must be related to the employee's current job or a position that the employee might reasonably hold in the future.

3.0 Reimbursable Expenses

Tuition Assistance benefits will be applied to pay educational costs associated with Degree programs at accredited institutions as long as the courses further the mission of Acacia.

Acacia will reimburse:

- Up to \$5,250 annually for Under Graduate Degree programs.
- Up to \$50,000 maximum lifetime benefit for Graduate Level Studies, which must be completed within a 6-year period.
- Up to 100% of tuition and registration fees, as well as books, library fees, lab fees, application fees, examination fees, resource fees, grad fees, license and certification fees.
- Reimbursement will be made after receiving evidence of satisfactory completion of the course(s) by the following passing grades:
 - A = 100% reimbursement
 - B = 90% reimbursement
 - C = 80% reimbursement
 - For Pass/ Fail course employee must receive a Pass to receive 100% reimbursement
 - A failing grade in any course will not be reimbursed

- Reimbursement must be paid back if the Employee voluntarily leaves the company within one year of receiving reimbursement.
- The reimbursement or direct payment by Acacia up to \$5,250 a year for tuition expenses are exempt from taxable income. Some states may not follow the federal guidelines for taxation and may require the withholding of state taxes.
- Reimbursements or direct payments of tuition in excess of \$5,250 in a calendar year for courses are generally considered federal taxable income to the employee and subject to tax withholding. Both federal and state taxes will be withheld by Acacia.

4.0 Procedures

- The following signatures are required on the Tuition Assistance Form:
 - a. Employee
 - b. Supervisor or Manager
 - c. Department Head
- The completed request form needs to be forwarded to the CHRO for final approval and processing at least two (2) weeks prior to the beginning of the course.
- Senior Management of each functional area (Engineering, Operations, Sales, Finance or HR) must approve and submit all requests for Tuition Assistance in advance to the CHRO. Final approval by the CHRO is also required in advance.

5.0 Educational Time

Recipients will not be granted educational leave time unless approved in advance by the Senior Management of the department.



Tuition Assistance Form

Steps to request tuition assistance:

1. Complete this form.
2. Obtain your manager's signature and department head's signature.
3. Attach your receipt of payment of the course along with the course summary and explain how it is related to your career development and Acacia's mission.
4. Submit to HR for approval two weeks prior to start of course.

| | |
|--|--|
| Employee Name | |
| Date Submitted | |
| Department and Position | |
| Employee Start Date | |
| School | |
| Course Title | |
| Course Duration (start date - end date) | |
| Course Meeting Times | |
| Full Tuition Cost (supporting documentation required) | |

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|------------------------------|--|
| Employee Signature | |
| Supervisor/Manager Signature | |
| Department Head Signature | |
| CHRO Signature | |

Please provide Course Summary and explain how it is related to your career development and Acacia' mission:



Tuition Assistance Form
Upon Completion of Course:

Please attach transcript (original grade report) and all receipts for all eligible costs along with this form to Karen Gellatly in Human Resources within 90 days of the completion of the course.

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| HR Review for Payment: Senior HR Manager | |
| Amount Recommended for Reimbursement | |
| Date of Review | |

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|-----------------------------------|--|
| CHRO Signature for Final Approval | |
| Amount Approved for Reimbursement | |
| Date of Approval | |

Reimbursement will be included in the next payroll following the date of approval