

Education Assistance Program: Frequently Asked Questions

OVERVIEW

Savista is committed to the ongoing development of all colleagues. The Education Assistance Program provides eligible colleagues an opportunity to obtain, maintain or improve professional capabilities. Additional education can contribute to the preparation for future career development. Savista wants colleagues to have the skills, knowledge and education to be successful with the company.

FREQUENTLY ASKED QUESTIONS

What is the Education Assistance Program?

The Education Assistance Program is designed to help enhance professional skills and knowledge through formal education, which can be transferred into the workplace. Assistance is offered to colleagues pursuing undergraduate and graduate degrees, professional certifications, or enrolled in job-related courses. Colleagues are required to get approval from his/her manager and the Human Resources department prior to enrolling in the course or program.

Who is eligible?

Regular full-time colleagues who work at least 30 hours or more per week are eligible to participate in the program for an approved degree, professional certification or job-related course. Colleagues must have completed at least 12 months of continuous satisfactory employment and maintain a satisfactory performance level while pursuing his/her coursework.

Are there other eligibility requirements?

- Participants must obtain a grade of “B” or better in the course
 - If the school/course does not offer a letter grade, a certificate of satisfactory completion from the school is acceptable
- Participants must obtain a degree, professional certification or job-related course from an accredited educational institution
- Participants must maintain satisfactory performance and behavior at work, while in pursuit of the degree, certification or job-related coursework
- Participants must start and complete course work and program while remaining an active colleague at Savista
- Participants must submit education assistance application for approval prior to enrolling in the course

For a course to be considered job-related, the education courses must satisfy the following requirements:

- maintain or improve skills required by the employer
- meet express requirements of an employer or of a law or regulation to retain the colleague's salary, status or employment

Education assistance will not be approved for coursework that:

- Is needed to meet the minimum requirements of a job
- Will lead to qualifying the colleague for a new trade or business
- Fulfills general aspirations for personal reasons of the colleague

What is the amount available for education assistance?

Colleagues may receive up to \$3,000 per calendar year. Savista will only reimburse the cost of tuition and books. All other supplies and fees (i.e. parking fees, transcript fees, registration fees, travel, notebooks, pens, computers, and software) are the responsibility of the colleague.

How does a colleague apply for the program?

A colleague must complete the Education Assistance application and submit it to his/her manager for approval. Next, the colleague will submit the signed application to the Human Resources department (AskHR@savistarc.com) for approval also. The HR department will provide approval within five business days. Application approval must be received prior to enrolling in the desired course or program. The application is not considered approved until the HR department approves the application.

How does a colleague receive reimbursement?

- Colleagues will complete an Education Assistance application and submit for approval to his/her manager and HR via [Freshworks](#). The form can be located in the Service Catalog > Human Resources, or by keyword search for "Education".
- Colleagues will enroll, complete the class and obtain a grade of "B" or better
- Upon completion of the course, colleagues will submit a Tuition Reimbursement request for approval via [Freshworks](#). The form can be located in the Service Catalog > Human Resources, or by keyword search for "Tuition". The request must include copies of their receipts for tuition and books along with documentation from the institution of the final grade
- After receiving the final approval, a colleague will submit an expense report via Workday for reimbursement, attaching the approved application, grades and receipts as supporting documentation

A participant will receive their reimbursement via paper check or direct deposit. This reimbursement will not be subject to federal or state taxes.

What happens if a colleague leaves Savista while participating in the program?

If a colleague's employment is terminated for any reason, the education assistance will not occur. Termination or resignation within three months of acceptance of education assistance will result in a repayment of the entire amount of education assistance received. Termination or resignation within six months will result in repayment of 50% of education assistance received. After twelve months, no repayment is required.