

### **Sample Law Firm Tuition Reimbursement Program**

The Smith & Jones Tuition Reimbursement Program is designed to assist our lawyers and staff in furthering their educational and occupational goals. It offers eligible employees the opportunity to receive reimbursement for tuition, books and other fees for successfully completed college level course.

All full-time employees of Smith & Jones who have completed one year of service are eligible to apply for the tuition reimbursement program. Eligible courses include any program offered by an accredited university, college, technical or trade school leading to the award of a degree. Certain other certificate courses of study may be approved by the CHRO on a case by case basis.

To participate in the program, an employee must apply by email to the Firm’s Chief Human Resources Director prior to the beginning of a course. The application email should include:

1. the name of educational institution,
2. the name of the course,
3. the degree being pursued,
4. the number of credit hours involved, and
5. the cost of the course and amount of reimbursement requested.

Applications by eligible employees for eligible courses will be approved subject to the Firm’s Tuition Reimbursement budget for the current calendar year. Employees who are denied participation for budgetary reasons will be given priority for the following calendar year.

Reimbursable expenses include the actual costs of tuition, fees, lab fees and books. Transportation, parking, child care and similar costs are not eligible for reimbursement. The maximum amount of reimbursement will be \$300 per credit hour for up to four credit hours per semester or academic period.

To receive reimbursement for an approved course, an employee must continue to be a full time employee of the Firm, present a grade report or transcript showing completion of the course with a grade of C or better and submit copies of receipts for costs for which reimbursement is being sought. In the event that an employee is receiving other financial aid (other than loans) for any of the eligible costs, the Firm’s reimbursement will be for the difference between that aid and the actual cost.