



## CHIMES FOUNDATION TUITION REIMBURSEMENT AGREEMENT

This Tuition Reimbursement Agreement is made by \_\_\_\_\_(the “Employee”).

This Agreement describes the Employee’s duties and responsibilities to Chimes as a participant in the Tuition Program. Further details about the Tuition Program, including course requirements, eligibility factors, payment limits, etc., may be found in the written description of the Program provided to the Employee.

1. **Tuition Arrangements During Course Attendance.** Before the course is completed and a grade is awarded, one of two tuition arrangements with the university/college will apply:

(a) **If the University/College Accepts Chimes Award Letter.** If the university/college permits the Employee to attend class on the basis of receiving an award letter from Chimes confirming that the Employee has been accepted into the Tuition Program, then the Employee will not have to advance tuition, and may request tuition payment upon providing to the Director of Benefits the information described in Section 2 below. The Employee will then be responsible for paying the tuition to the university/college.

(b) **If the University/College Does Not Accept Chimes Award Letter.** If the university/college does not permit the Employee to attend class on the basis of receiving an award letter from Chimes, then the Employee must pay the tuition and request reimbursement upon providing to the Director of Benefits the information described in Section 2 below.

2. **Request for Payment/Reimbursement.** The Employee requests payment/reimbursement for tuition by submitting the following documents to Director of Benefits not later than 60 days after completion of the course:

- Copy of the grade slip for the course;
- Copy of the course registration form showing tuition fees and costs; and
- Proof of payment of tuition and fees (if the university/college did not accept Chimes award letter and the Employee paid out of pocket).

3. **Amount of Payment/Reimbursement.** Cost of tuition will be reimbursed in the following amounts, but subject always to the dollar limits of the Tuition Program:

- For undergraduate courses, 100% of tuition and fees, or other costs at the sole discretion of Chimes, for a grade of A or B (or a grade of “Pass” for a Pass/Fail course), 70% of tuition and costs for a grade of C, and no

payment/reimbursement for a grade below C (or a grade of "Fail" for a Pass/Fail course);

- For graduate courses, 100% of tuition and fees, or other costs at the sole discretion of Chimes, for a grade of A or B (or a grade of "Pass" for a Pass/Fail course), and no payment/reimbursement for a grade below B (or a grade of "Fail" for a Pass/Fail course).

4. **Nature of Tuition Payment/Reimbursement as Loan.** The payment/reimbursement by Chimes shall be in the form of a loan to the Employee. This loan will be classified as a student loan which is not dischargeable in bankruptcy (that is, the Employee will still be required to repay the loan even if he or she files for bankruptcy). *This loan shall be forgiven by Chimes so long as the Employee continues his/her employment with Chimes for at least two years after completing the course for which tuition was paid under the Tuition Program.*

5. **Payback of Tuition for Early Departure.** The Employee shall not be required to repay Chimes for the cost of tuition paid on the Employee's behalf unless the Employee leaves the employ of Chimes as a voluntary separation or for cause within two years after the course is completed. *If the Employee is required to repay Chimes in accordance with the preceding sentence, then the Employee hereby authorizes Chimes to deduct the amount required to be repaid from the Employee's final paychecks, as well as from any other amounts otherwise due to the Employee.*

6. **Review of Agreement.** The Employee certifies that, prior to signing this Agreement, he or she has reviewed it carefully and was given an opportunity to ask Chimes personnel questions about the Agreement.

Dated: \_\_\_\_\_

\_\_\_\_\_  
Employee