



# Request for educational financial assistance

## **Part I: Education assistance policy**

Tortoise believes that formal education provides Employees growth opportunities. Tortoise also believes that a more educated workforce will positively impact an Employee's contribution to the Tortoise's success. Tortoise is proud to offer Employees an educational assistance benefit that provides reimbursement for many of the expenses related to obtaining an advanced degree, designation, or certificate relative to the business operations of Tortoise.

Request for reimbursement forms can be obtained by contacting Human Resources. Requests must be approved by the Employee's direct Manager and a Managing Director/member of Management or CEO. Payment will take place on the next regularly scheduled payroll following the approved request.

Because multiple factors are taken into account when determining eligibility, it is required that the Employee communicate specific intentions to their direct Manager and a Managing Director/member of Management prior to proceeding.

The Internal Revenue Code section covering the reporting of tuition assistance to Employees is subject to continual revision and Employees should understand that tuition assistance may need to be reported as additional compensation by Tortoise, if required by the IRS.

All full-time regular Employees enrolled or to be enrolled in courses, determined by their Manager and a Managing Director/member of Management to be beneficial to Tortoise, are eligible to participate. Tortoise will reimburse 50% of expenses up to a maximum of \$5,250 per calendar year, provided the Employee has satisfactorily completed the approved course with a grade (or numeric equivalent) of a "C" or better. The following outlines reimbursable and non-reimbursable expenses:

Reimbursable expenses	Non-reimbursable expenses	
<ul style="list-style-type: none"><li>• Tuition</li><li>• Registration Fees</li><li>• Books</li><li>• Equipment/Supply Use Fees</li></ul>	<ul style="list-style-type: none"><li>• Parking</li><li>• Supplies</li><li>• Social Dues</li></ul>	<ul style="list-style-type: none"><li>• Computer Access Charges</li><li>• Athletic Fees</li></ul>

Under no circumstances will the reimbursement exceed actual out-of-pocket expenses. The Tortoise reimbursement will be reduced by any other financial aid received that does not require repayment (such as the GI Bill, scholarships and grants). Approved courses are those leading to an accredited undergraduate or graduate degree and exclude courses that are sport, hobby or game related.

Employees receiving education assistance under this policy must remain employed with Tortoise for twelve (12) months following the reimbursement payout. Should the Employee voluntarily terminate employment prior to this term, he or she agrees to reimburse Tortoise 100% of the assistance received for the previous twelve (12) months.

**Part 2: Employee and academic information (to be completed by Employee)**

Name:	
Request Date:	
Position & Department:	
School Attended:	
Title of Course:	
Beginning Date of Course:	
Ending Date of Course:	
Grade Received (attach transcript):	
Total Cost of Qualifying Expenses (payment receipt(s) must be attached):	

Is this part of a degree/certification objective?     Yes     No

If so, what is your degree/certificate objective?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Expected completion of degree/certificate? \_\_\_\_\_, 20\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Part 3: To be completed by Managing Director**

After reviewing the tuition reimbursement form above, I approve the costs associated with this course.

Managing Director Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Part 4: Human Resources approval**

Meets Eligibility Requirements:                     Yes     No

Meets Grade Requirements:                     Yes     No

Expenses Validated and Qualified:            Yes     No

Current Balance of YTD Payouts:            \$\_\_\_\_\_

This approved tuition reimbursement was paid on the \_\_\_\_\_ payroll and in the amount of \$\_\_\_\_\_.

Human Resources Signature: \_\_\_\_\_

Date: \_\_\_\_\_