

LIFELONG LEARNING PROGRAM

Objective: To encourage employee's lifelong learning by providing financial assistance for certain education-related expenses. This program is not just for college-level classes but for any learning opportunities. This benefit is intended to assist in increasing employee competence in a current position or to prepare employees for possible advancement within the company. The goal of this program is to invest in our employees and improve recruitment and retention.

Employee Eligibility: Regular Full-time employees are eligible after one year of service. The employee must be pursuing a degree that is reasonably applicable to the employee's current position or an aspiring field within CVA.

Application Process: In order to receive reimbursement for eligible expenses, an employee must fill out an application for the program to be approved by the Senior VP of their division, as well as the Senior VP of Human Resources at least 60 days before enrolling in a course to ensure eligibility.

Tuition Reimbursement: The amount of cost covered will be determined on a case by case basis. Eligible expenses include:

- Tuition and Fees charged by an accredited college or university.
- Cost for any qualified training programs (Conferences, Seminars, Trainings, etc.).

Reimbursement Process: The employee will be reimbursed for tuition and fees remaining after any grants, scholarships, and other financial aid have been applied. A grade of "C" or higher must have been earned to qualify for reimbursement. A tuition statement and proof of grade(s) earned must be submitted to the Human Resources department within 90 days of course completion to receive reimbursement.

Repayment Agreement: If the employee voluntarily resigns or is involuntarily terminated due to cause, the employee will have to repay any education assistance received from 12 months previous of the termination date.

Questions about the program? Please contact the Talent team at talent@cvacoop.com.