



CSM

## Tuition Reimbursement Summary For CSM Corporation Associates

CSM supports the professional development of our associates to enhance their knowledge, strengthen their performance and support career development. CSM offers educational assistance to associates pursuing approved industry and professional designations and/or studies through accredited institutions of higher learning. CSM will reimburse associates, up to \$5,250 per calendar year, for enrollment fees and materials for classes and coursework.

### Eligibility / Terms:

- Full Time associates, regularly working 30 or more hours per week, are eligible for tuition reimbursement after 6 months of service.
- Courses must directly relate to current position or reasonably predictable future assignment.
- Current job performance must be meeting expectations.
- Course(s) must be taken at an accredited college or university
- Associate must receive a minimum grade of "C" or pass the course if taken on a pass/fail system.
- If receiving any public or private tuition aid for the course, CSM will only reimburse the amount paid by the associate.

### Repayment Provision

If the associate leaves employment with CSM Corporation less than one year after receiving tuition reimbursement, he/she will be required to repay some or all of the funds received.

- If the associate terminates employment within six months of receiving the reimbursement, he/she will be required to repay 100% of the reimbursed funds.
- If the associate terminates employment between six and twelve months from the date of reimbursement, the associate will be required to repay 50% of the reimbursed funds.

Per the Tuition Reimbursement Request signed by the associate when obtaining approval for the course, any amount to be repaid will be deducted from the associate's final paycheck.