



Education Reimbursement Program

To encourage the professional and personal development of Gorman & Company team members, the Company may provide reimbursement to eligible team members for job-related courses taken at accredited colleges or universities. All full-time and full-time 75 team members who have been employed with the Company for at least six (6) months are eligible for the Education Reimbursement Program. Team members must receive approval from their supervisor and Human Resources prior to signing up for a course. Only courses that are directly related to the team member's position or a potential career path at the Company will be considered.

In order to receive education reimbursement, team members must complete the course and obtain an A or B in the course. Team members who terminate employment with the Company within one year of receiving the education reimbursement are required to pay the Company back and agree to have the amount they received deducted from their final paycheck. If the team member's final paycheck is not adequate to cover these expenses, the team member is expected to reimburse the company for these expenses.

Team members interested in participating in the Education Reimbursement Program must complete Section 1 of the Education Reimbursement Request Form prior to the commencement of the course. A course description from the college or university must be included with the initial request.

After completion of the course, the team member must complete Section 2 of the Education Reimbursement Request Form and submit it to Human Resources with a copy of the course registration, final grade, and receipt for paid course expenses.

The company will reimburse each eligible team member up to \$1,800 per year for approved course fees, books, and tuition expenses, according to the requirements outlined above.

ACKNOWLEDGEMENT

By signing below, I acknowledge that I have read, understand and agree with the Gorman & Company Education Reimbursement Program.

Team Member Signature

Date

Team Member Printed Name



Education Reimbursement Request Form

Name: _____ Date: _____

Job Title: _____

Work Location: _____

Please complete a separate Education Reimbursement Request Form for each course and include a description of the course from the college or university.

SECTION 1: Course Request

Course Title and #			
Course Description			
College or University			
Credits			
Course Start Date		Course End Date	
_____ Team Member Signature _____ Date			
_____ Supervisor Approval _____ Date			
_____ Human Resources Approval _____ Date			

When you have completed the course, complete Section 2 below and submit to Human Resources with a copy of the course registration, your final grade, and your receipt for paid course expenses.

SECTION 2: Course Reimbursement

Fees	\$
Books	\$
Tuition	\$
Total Expense	\$

Please attach:

- 1) Copy of the course registration.
- 2) Copy of grade report showing a grade of A or B.
- 3) Copy of the receipt for paid course expenses.

For Human Resources Use Only:

Grade Received Receipt Received Check Request Submitted to A/P: _____