

TUITION REIMBURSEMENT PROGRAM - US

Cyient, Inc. (Cyient) provides the Tuition Reimbursement Program designed to encourage and support associates who wish to further their professional development through coursework at an accredited institution in pursuit of a degree. This policy supersedes any previously published communication or presentation regarding Tuition Reimbursement.

Who is eligible?

All Associates (salaried or hourly) who have been employed full-time with Cyient, Inc. for a minimum of six months at the time of course application are eligible for Tuition Reimbursement.

Temporary associates are not eligible for the Tuition Reimbursement Program.

Benefits Amount

Annual maximum reimbursement paid in any calendar year for all approved eligible courses is \$5,250 for salaried or hourly associates.

How the Program Works?

Eligible Associates are permitted to take courses of study at accredited institutions* including, but not limited to, universities, colleges, university sponsored instructional programs such as web-based learning programs. Industry professional society schools and certain specialty schools may qualify for reimbursement, provided those courses/trainings are required as part of a degree program.

Eligible tuition expenses are limited to: Tuition, registration fees, required fees such as lab or library access fees, and required books for undergraduate or graduate course at accredited institutions.

Eligible Associates must obtain pre-approval from their BU/Section Manager prior to enrollment by completing the form in the addendum of this policy. The request must include applicable course of study, purpose, job relevance, cost, dates, times of coursework and name of the institution or source of training. Upon satisfactory completion of the training and/or coursework, the employee must provide documentation post payment form, found in the addendum, to support completion and payment in order to receive reimbursement

Eligibility

The following requirements must be met in order to receive tuition reimbursement:

- Associate must be employed by Cyient for the duration of the course, from registration through completion of the course and until the time reimbursement is made.
- The course must be job-related and scheduled during non-working hours, unless otherwise approved by the employee's manager and Human Resources.
- Associate must successfully complete the course and obtain a grade of at least a "B" or better or a "Pass" designation for courses where letter/numerical grades are not issued.
- The tuition reimbursement must be for an Eligible Tuition Expense (as defined above).

In addition to the above requirements, if employment is terminated either voluntarily or for cause within one (1) year after receiving the tuition reimbursement, Associates are required to reimburse Cyient the gross amount received within thirty (30) days. Termination for cause includes all involuntary terminations except for a reduction in force or position elimination. Where permitted by law, the gross tuition reimbursement amount may be withheld from the final paycheck or accrued but unused PTO balance.

Other provisions

Cyient reserves the right to modify, suspend, terminate and/or replace this program at any time with or without advance notice to the program participants and/or business unit management.

Questions about the program

Contact HR if you have any questions about this program.

* Visit this site to find out if your school is accredited <https://www.ed.gov/accreditation>

HOW IT WORKS



Gather Supporting Documents

- Complete the Pre-Approval request Form below
- Additional expense justification documents may include: registration brochures, screen shots, membership invoice, etc.



Request Pre-Approval

- Submit the Pre-Approval form to your BU/Section Manager for approval and signature
- BU/Section Manager will determine if the expense is eligible according to your Pre-Approval form



Receive Approval

- Submit pre-approval with BU/Section Manager signature to HR
- Take and complete course(s)



Gather Expense Documentation – Supporting documents may include

- Manager authorization
- Itemized receipt from the vendor
- Proof of payment documentation and proof of successful completion



Submit Expense

- Send your Post-approval to the HR team
- Attach expense documentation and all authorization correspondence from step 4



Receive Payment

- Reimbursement will be processed through payroll



TUITION PRE-APPROVAL REQUEST FORM

1. ASSOCIATE INFORMATION

Associate ID	
First Name	
Last Name	

2. COURSE(S) OR PROGRAM PLAN INFORMATION

Attach necessary documents

Course Name	Institute's Name	Course start date	Course completion date	Cost Per course (\$)

Why are you taking this course(s)? (Required)

Content applies to my current position. If so, how?	
Related to a future job goal within Cyient. If so, how?	
Other	

3. SIGNATURES

I have read the Tuition Reimbursement information in the Employee Handbook and/or policy I understand that I must complete the Tuition Reimbursement Form once the course is completed to receive reimbursement per Cyient's guidelines.

ASSOCIATE SIGNATURE:		DATE:	
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For Official use only

	Comments and Recommendations	Name	Date	Signature
BU/Section Manager				



TUITION REIMBURSEMENT POST-APPROVAL FORM

1. ASSOCIATE INFORMATION

Associate ID	
First Name	
Last Name	

2. COURSE OR PROGRAM PLAN INFORMATION

This form must be completed in its entirety and submitted with the Tuition Pre-Approval Request Form. Request for reimbursement of allowable tuition fees must be submitted to HR within ninety (90) days of completion of the course. Payment verification and supporting documentation must be submitted in one of following formats:

- Original receipt verifying paid tuition payment.
- Charge slip or canceled check verifying tuition payment.
- Satisfactory completion includes the award. The original grade report or a letter from the institution stating the grade must be submitted. If a letter is submitted, it must be on school letterhead.

Course Name	Institute's Name	Course start date	Course completion date	Cost Per course (\$)

Repayment upon termination of employment

Any Associate that receives tuition reimbursement are required to reimburse Cyient within thirty (30) days for any tuition assistance received if the employment is terminated either voluntarily or for cause, within one (1) year after receiving the tuition reimbursement. Termination for cause includes all involuntary terminations except for a reduction in force or position elimination. Where permitted by law, the gross tuition reimbursement amount may be withheld from the final paycheck or any accrued but unused PTO balance.

Associate Acknowledgement

In accordance with the Tuition Reimbursement Program and application policies, I certify that this statement of my costs is complete and accurate to the best of my knowledge and that I am receiving no financial assistance with this study except as stated on the Tuition Reimbursement Pre-Approval Form

ASSOCIATE SIGNATURE:		DATE:	
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