



## Azuria Tuition Reimbursement Policy

**Purpose** – The Tuition Reimbursement Policy is designed to encourage continuing education for our employees to improve their capabilities in their current jobs or to train them for other potential positions at Aegion.

**Eligibility** – Full-time non-union employees who regularly work 30 hours or more per week and who have at least six months of service at the beginning of the semester during which they are taking courses for reimbursement.

**Approved Courses** – Any education at an accredited institution that improves or develops the capabilities of the employee for the mutual benefit of the employee and the Company. Courses must be approved in advance of the semester to be eligible for reimbursement.

**Eligible Expenses** – Tuition, books, lab fees, registration fees. Reimbursement is only for expenses that exceed the amount of any assistance (excluding loans), fellowship, scholarship or grant.

**Reimbursement** – 100% for a grade of A, 90% for a B, 80% for a C. If there is a choice between grade and pass/fail, grades must be chosen. If only pass/fail is available, the course will be reimbursed at 80%. The maximum reimbursement in a calendar year (regardless of when the course was taken) is \$5250. Copies of transcripts must be submitted before reimbursements will be processed.

**Approvals** – Supervisor, department head and either VP, Human Resources or Director, Employee Benefits.

**Termination** – If the employee voluntarily terminates or is terminated for cause, he/she must reimburse the company pro-rata for any tuition reimbursement received within the last 12 months. Upon application for course approval, the employee must authorize Aegion to withhold any such amount from their final paycheck(s).

**Other** – No special arrangements will be honored for reimbursement unless submitted in writing and approved by the department head and the VP, Human Resources.

The Company reserves the right to approach an employee and request that courses or course programs be taken that may exceed the maximum \$5250, in which case the limit may be waived. This provision is strictly at the initiation of the Company.