

# TUITION REIMBURSEMENT PROGRAM

Tuition assistance helps keep lifelong learners engaged and committed to their jobs. It broadens learning and development opportunities. Our primary goal for this program is to enhance growth and internal promotion opportunities for all of our dedicated Team members.

## COURSE COST COVERAGE

FPG will cover 80% of eligible course expenses for approved courses, up to \$2,500 per calendar year for each qualified employee.



## COURSE ELIGIBILITY

Employees may take work-related courses towards earning certificate education units (CEU'S), certification, associate, baccalaureate, or graduate degree programs at an accredited school. Employees are encouraged to enroll in courses that enhance skills that are relevant to their current position or assists in preparing them for future promotions within First Pacific Group



## ELIGIBILITY

- Must be actively employed full-time with at least 3 consecutive years of service.
- Overall rating of 3 or better on last performance review.
- Not on a performance improvement plan.

## REIMBURSEMENT

Employees must submit their reimbursement request within 30 days of a course end date to ensure reimbursement.



## FINAL NOTE

The employee must receive the (minimum passing grade/score or higher) and complete all the course assignments and requirements.



# First Pacific Group Tuition Reimbursement Program Application

Please send the completed application to [tuition@fpacific.com](mailto:tuition@fpacific.com) prior to the course start date. You will need to keep this application to request reimbursement upon course completion. PLEASE PRINT CLEARLY

## Employee Data

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ MI \_\_\_\_\_  
 Home Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ ZIP Code \_\_\_\_\_  
 Employee Number \_\_\_\_\_ Email \_\_\_\_\_  
 Hire Date: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_ Employment Status:  Full-Time  
 Home Phone ( \_\_\_\_\_ ) \_\_\_\_\_ Work Phone ( \_\_\_\_\_ ) \_\_\_\_\_

## School Data

School Name \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_  
 Degree Sought:  
 Associate  Bachelor  Graduate  Certification  CEU's Major/Certification \_\_\_\_\_  
 Expected graduation date (mm/yy): \_\_\_\_\_

### Part A: Complete prior to course start date

**Part B: Complete ONLY after course completion**

Course Number	Course Title	Number of Credits	Course Dates (month/day/year)		Estimated Tuition & Fees Cost	Actual Tuition & Fees Cost	Actual Amount Paid	Grade
			Start	End				
			/ /	/ /	\$	\$	\$	
			/ /	/ /	\$	\$	\$	
			/ /	/ /	\$	\$	\$	

I am...  I am not... receiving other financial aid such as scholarships, grants, or V.A. benefits.  
 Type of financial aid (if any) \_\_\_\_\_ Amount of aid (if any) \$ \_\_\_\_\_

## Employee Verification and Authorization

I acknowledge I have answered all questions truthfully and accurately. I understand that falsification, misstatement, or omission of information on this application will lead to disqualification for receipt of tuition reimbursement benefits and/or may result in disciplinary action up to and including termination of my employment. I authorize the educational institution named in this application to release transcript and fee information to First Pacific Group if requested. In the event that I am terminated or I voluntarily terminate employment within six months after my last reimbursement, I acknowledge monies distributed in the prior six (6) months will be deducted from my final check. If there is a remaining balance, I will be responsible for repaying monies within thirty (30) days from the last day of employment to my location.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

## Program Manager Approval

I certify the employee meets all of the eligibility requirements of the Tuition Reimbursement Program and is pursuing a program of study that (1) is job-related or (2) enhances the skills relevant to the employee's current position or (3) prepares the employee for future assignment within First Pacific Group. I also verified that the employee is a full-time employee working at least thirty hours per week, who has successfully completed three years of consecutive employment, has received an overall rating of three or higher on their last performance review, and is not on a performance improvement plan.

## Request for Reimbursement (complete after course completion)

Within thirty (30) days after course completion, complete Part B of the School Data section on the application and send the application and required documentation mail or email using the contact information below:

- Grade report / transcript for completed course(s) — must include the student and school's names
- Received minimum passing grade or higher score and completed all course material
- Fee statement from school itemizing tuition and fees paid in full for each course — must include the student and school's names
- Submitted within thirty (30) days of course end date

**PLEASE EMAIL YOUR COMPLETED FORM TO [tuition@fpacific.com](mailto:tuition@fpacific.com)**

**Maximum reimbursement is \$2,500 per calendar year. First Pacific Group will reimburse 80% of eligible course cost when pre-approved prior to course start date. Courses must be completed outside of work hours.**