**Tuition Reimbursement Program**

Tuition reimbursement benefits are available for year-round employees to pursue educational interests related to a current position of future opportunities at King Arthur Baking Co. Classes must be taken at an accredited college or university.

* Employees working 30-40 hours per week are eligible for 100% reimbursement up to a maximum of $2,000 per fiscal year (July 1 – June 30).
* Employees working 20-29 hours per week are eligible for up to a maximum of $1,000 per fiscal year (July 1 – June 30).
* Reimbursable expenses include tuition, lab fees, and books required for the class.
* Registration fees and other expenses are not eligible for reimbursement.

To qualify for reimbursement you must:

* Complete twelve (12) months of employment prior to the start of the class.
* Meet the performance requirements of your current position.
* Obtain supervisor’s approval prior to the start of the class.
* Receive a grade of B or above. (Pass on a Pass/Fail system is reimbursable only if a final letter grade is not available.)
* Be an active employee at the end of the class.

Process:

1. Submit an approved Tuition Reimbursement Form, official grade report or transcript, and receipts for payment of tuition, lab fees and books to Human Resources within 90 days of the end of the class. Reimbursement amounts will be credited to the year in which the class ends.
2. A check for reimbursement will generally be processed within 30 days of the day Human Resources receives the completed form and all substantiating documentation.

Currently, reimbursements made under Tuition Reimbursement Benefit are not subject to income tax withholdings. However, King Arthur Baking is required to follow all rules and regulations regarding the taxability of reimbursements.

King Arthur Baking retains the final right to approve classes for reimbursement. However, if a request for reimbursement is denied, you may send a written request for reconsideration to HR within 30 days of the denial.