Wasatch Peak Academy
Tuition Reimbursement Policy

PURPOSE

Wasatch Peak Academy (the "School") believes that the School and its students benefit when employees develop and improve their knowledge and skills. Obtaining additional education can increase teaching abilities and professional competence. The School, therefore, desires to identify the conditions upon which the School is willing to reimburse School employees for tuition paid in order to obtain an education that will improve their ability to serve in the School and its students.

POLICY

The School may reimburse tuition for School employees if the following conditions are satisfied:

(1) The employee has been employed by the School for at least one (1) year prior to enrolling in the first reimbursable course, with the following exception: employees in a formal teaching assignment at the School may be eligible for tuition reimbursement in their first year of employment at the School if the employee's coursework is directly related to obtaining licensure for the position they are employed in.

(2) The tuition is for courses or programs that are either (a) job related, meaning the course will result in increased knowledge and skill, is aimed primarily at improving the employee's performance in his/her present job or will enable the employee to remain current with changes or developments in their field; or (b) an elective that is part of a degree program that is job related. Priority may be given for courses or programs that are for a degree, license, or endorsement that are connected to the employee's present job at the School.

(3) Courses are taken at a fully regionally accredited college or university.

(4) Except in unusual circumstances and as approved by the Director, courses must be taken outside of the employee's regularly scheduled work hours.

(5) Reimbursement of tuition will only be provided when the following conditions are met:
   a. The Director (or the Board President or Board Treasurer if the Director is the employee requesting reimbursement) must give initial approval to the employee's request for reimbursement;
   b. The Director (or the Board President or Board Treasurer if the Director is the employee requesting reimbursement) must give approval for each course for which reimbursement will be sought before the employee enrolls in the course; and
   c. The employee must enter into a written Tuition Reimbursement Agreement in the form attached to this policy.

(6) The employee must agree to work at the School for a minimum of two (2) years following the reimbursement of tuition. In the event the employee's employment with the School is

terminated, voluntarily or involuntarily, for any reason, before the completion of two (2) years, the prorated portion of the reimbursed tuition must be repaid to the School based on the number of years employee worked for the School since the most recent reimbursement.

(7) Reimbursement is limited to a maximum of nine (9) credit hours per year and up to a total of thirty-six (36) credit hours for the duration of the employee's employment at the School, at a rate not to exceed $150 per credit hour.

(8) Reimbursement will be paid to the employee when the employee:
    a. Provides evidence of completion of the course with a passing mark of B or better; and
    b. Provides an itemized receipt of the payment of tuition.

The approval of an employee's request for reimbursement of tuition as well as the amount of tuition to be reimbursed to an employee will be at the Director's sole discretion (or the Board President's or Board Treasurer's sole discretion if the Director is the employee requesting reimbursement). The Director may also, in his/her sole discretion, set an annual cap on approved tuition reimbursement payments from the School in any given year.

Nothing in this policy guarantees reimbursement of tuition to an employee or an employee's continued employment with the School.