



Tuition reimbursement, also known as tuition assistance or education reimbursement, is a program offered by Barnes to support their employees' pursuit of further education or professional development. The primary objective of tuition reimbursement is to enhance the skills, knowledge, and qualifications of the workforce, which in turn benefits both the employees and the company.

Eligibility

The basic eligibility requirements are as follows:

- A minimum of one full year of employment
- Must be a regular, full-time U.S. employee
- Current performance rating of Fully Meets Expectations or better
- Maximum of 2-credits per term / semester
- Eligibility is contingent upon receipt of required approvals and acceptance to a non-executive/ non-accelerated degree program or course of study at an accredited college or university
- For information on executive/accelerated degree programs, please connect with your local HR representative
- This policy also covers preparatory courses in pursuit of professionally recognized and sanctioned designations (CPA, P.E., HRCI, etc.)
- Non-U.S. locations may modify the policy to meet local/regulatory custom as long as the benefit is not enriched

Approval Process

You must complete an Education Reimbursement Form to identify the courses they wish to attend, the start and end date, course schedule and total cost including tuition and all applicable fees.

All requests need to be approved at least 30 days in advance, including written approval from your direct supervisor and the local Human Resources representative. Once courses are approved, the employee should pay the institution and retain all receipts to submit for reimbursement. **Reimbursement will be paid upon submission of appropriate authorizations, itemized receipts and acceptable grade reports, or confirmation of passing a professionally sanctioned examination.**

Please note: Program of study must be related to employee's current position or related to the employee's direct career path.

Expenses

Should there be any questions concerning the local benefits, please contact your human resources representative for guidance.

Note the following are NOT covered by the policy:

- Mandatory equipment such as calculators, computers/laptops and computer-based information are considered to be your personal property
- Parking fees, insurance fees, tools, meals, housing, telephone charges, and any mileage
- Late fees, and withdrawal fees

Employees eligible for reimbursement from any other source (e.g., government-sponsored program or scholarship) may seek reimbursement under this program, but will be reimbursed only for the difference.

The company will reimburse employees for coursework offered by approved institutions of learning. Employees will be reimbursed according to the following grade tier schedule:

Undergraduate or Certificate Course:

- 100% for a grade of C (or equivalent) or better
- 0% for a grade below a C (or equivalent)

Graduate Courses:

- 100% for a grade for a grade of B (or equivalent) or better
- 0% for a grade below a B (or equivalent)

