

TUITION REIMBURSEMENT PROGRAM

Servier is committed to supporting the professional development of all employees through continued learning. The company will provide reimbursement annually up to \$5,250 for tuition reimbursement (tax exempt).

This policy applies to all **full-time** employees of Servier who have been employed with Servier for **6 months or more**. Classes taken prior to your **6-month** mark of employment with Servier are not eligible for tuition reimbursement.

Preapproval for tuition reimbursement by manager and HR is required BEFORE beginning any courses.

Here are the steps to complete the process:

1. Employee fills out form
2. Employee sends form to manager for approval
3. Employee sends completed approved form to HR before the start of course for HR approval via the [HR Service Desk](#)
4. HR will send back approval notice to employee

Servier will reimburse a maximum of **\$5,250** (tax exempt) per calendar year towards the cost of eligible courses. Eligible courses must be relevant to supporting the individual's ability to positively impact the business in current or future roles.

- Employees are required to prepay the tuition subject to reimbursement. Upon successful completion of the course(s), receipts and grades must be submitted to the HR Department within 4 weeks after the class has ended.
- Reimbursement will not include application fees, examination fees, parking tickets/passes, travel or lodging costs, miscellaneous fees or expenses, and book fees. The Tuition Reimbursement Program is intended to help reimburse employees for education expenses that they have paid from their own resources. It does not cover expenses underwritten by other forms of financial aid, including scholarships and fellowships. Only expenses not covered by other sources of financial aid are eligible for reimbursement.
- Employees must pass undergraduate and graduate course work with a grade of "C" or better, or its equivalent from an accredited university. Failure to do so will result in reimbursement being denied.
- Only full semester courses offered through a degree-granting accredited university will be considered for Tuition Reimbursement.
- Classes may not interfere with an employee's job responsibilities/duties.
- An Employee who quits or is terminated before completing a class will not be eligible for reimbursement benefits.
- In the event an employee voluntarily terminates within 6 months of a tuition payment they will be required to pay it back in full.
- The completion of a course of study does not obligate Servier to reward such completion with a promotion, transfer, reassignment and/or salary increase.
- Reimbursement will apply to the calendar year that you submit your final receipts and transcript. For example, if you submit your 2023 reimbursement in 2024, that reimbursement will apply for the 2024 tax year.



TUITION REIMBURSEMENT REQUEST FORM

Date of Request_____

Employee Name_____

Date of Hire_____ Manager Name_____

Name of Accredited University_____

Name of Degree Program_____

Name of Course(s)_____

If course(s) is (are) not part of a degree program, please explain how it is business related:

Semester_____ **Academic Year**_____ (Month/Year) to_____ (Month/Year)

Amount of Tuition \$_____

Copies of final grades and documentation of cost of tuition paid must be provided before reimbursement will be made.
Completed and signed documentation can be sent to the [HR Service Desk](#) for final review and approval.

Employee Signature_____ **Date**_____

Manager Approval_____ **Date**_____

HR Approval_____ **Date**_____