



# EDUCATIONAL ASSISTANCE.

Praxis, Inc. recognizes the valuable long-range contribution that additional job-related education can make to both the employee and the company and has developed an employee educational assistance program.

## ELIGIBILITY

Full-time and Part-time-benefits-eligible employees who have been employed for at least six months before classes begin.

## COVERED EXPENSES

- Application and registration fees
- Tuition
- Library access fees
- Laboratory fees
- Parking
- Required textbooks

## TUITION ADVANCE

Praxis will advance up to half of the anticipated tuition costs. (Part III of the Educational Assistance Request (Form 206)).

## APPROVAL NOTIFICATION

Employees will receive tuition assistance notification via email from Human Resources.

## QUESTIONS?

Contact Human Resources  
(571) 302-7200

## REQUEST PROCESS

### ***BEFORE registering for a class:***

- Educational assistance requests must be made and approved before an employee registers for a class. ***Each individual course must be applied for and approved before registering.***
- Complete an Educational Assistance Request (Form 206) and submit it to your Supervisor for signature along with a copy of the course description and tuition charges. Forms can be found on the Resource tab of the Praxis employee intranet.
- The employee's Supervisor forwards the form to Human Resources Department (HR).
- HR will obtain Management's final approval and retain the form until the course is completed.
- Upon completion of the course, the employee must submit an expense report (with original receipts and grades attached) to HR for review and reimbursement processing.

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## REIMBURSEMENT LIMITS & REQUIREMENTS

### Standard Benefit:

- \$2,525 per calendar year
- \$1,262.50 per semester

### Enhanced Benefit:

- \$5,250 per calendar year
- \$7,875.50 for graduate courses at an accredited non-profit institution) with a cap 50% of the value per semester

Program	Grade	Tuition Paid
Degree courses or programs; noncredit courses or certificate programs; and professional certification programs	A	100%
	B	90%
	C	50%
	D or below	0%
Postsecondary and other testing programs and lifelong learning (portfolio) assessment programs (requires 'B' or higher)	A	50%
	B	30%
	C	10%
	D or below	0%
Item	Maximum Reimbursement	
One seminar or conference per year, or One seminar or conference every two years	\$500 \$1,000	
Certification/license	\$750 per year	
Certification/license maintenance/renewal	\$350 per year	

