

Susanne Hartl

BUS327

02/20/2023

Draft of Peer Review Form for Prob. 8.13

Subject: New Tuition Reimbursement Program for Eligible Employees

Dear Employees,

We have some exciting news to share with you regarding a new benefit that the company is offering to its eligible employees. Our organization has decided to encourage employees to take courses by reimbursing each eligible employee a maximum of \$3,500 in tuition and fees during any one calendar year.

To participate in the program, employees must apply before the first class meeting, and the application must be signed by the employee's immediate supervisor. The Office of Human Resources will evaluate the applications, and it has the necessary application forms and catalogs from nearby schools and colleges. The courses must be related to the employee's current position or a position in the company that the employee might hold someday or part of a job-related degree program.

This program is a great opportunity for our employees to enhance their skills and knowledge while also advancing their careers. The courses and degrees that employees take will help them in their current roles or qualify them for a promotion or transfer in the organization.

Only tuition and fees are covered, not books or supplies. People whose applications are approved will be reimbursed when they have completed the course with a grade of C or better. An employee cannot be reimbursed until he or she submits a copy of the approved application, an official grade report, and a statement of the tuition paid. If someone is eligible for other financial aid (scholarship, veterans benefits), the company will pay tuition costs not covered by

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that aid as long as the employee does not receive more than \$3,500, and as long as the total tuition reimbursement does not exceed the actual cost of tuition and fees.

We believe that investing in our employees' education will not only benefit them but also help the organization face challenges and compete effectively in the marketplace. We want to encourage all eligible employees to take advantage of this opportunity to further their education and develop their careers.

Please reach out to the Office of Human Resources if you have any questions or concerns about this new benefit.

Sincerely,

Marco.