

Educational Assistance Policy

1. Policy Statement

Keltech encourages the development of employees through further education and the attainment of qualifications that are job related. Educational assistance may be available to employees where there is a business case for the investment.

2. Purpose

- 2.1. To outline the eligibility criteria in relation to educational assistance.
- 2.2. To outline the procedure that must be followed when applying for educational assistance.
- 2.3. To provide clear guidance on the conditions which an employee is required to adhere to once educational assistance has been granted.

3. Scope

All employees of Keltech

4. Responsibilities

- 4.1. Employees availing of/ wishing to avail of educational assistance from Keltech are required to adhere to the provisions outlined in this policy.
- 4.2. Supervisors are responsible for ensuring that employees availing of/ wishing to avail of educational assistance comply with the terms of this policy.
- 4.3. The HR Coordinator is responsible for ensuring consistent application of this policy and providing advice and support to supervisors regarding the monitoring and management of this policy.

5. Eligibility

- 5.1. All employees of Keltech are eligible to apply for educational assistance.
- 5.2. In order for an employee to be deemed eligible for educational assistance the following criteria must be met:
 - 5.2.1. The course which an employee is proposing to do must be deemed to be a genuine training need by the company.
 - 5.2.2. The course must be directly job or business related
 - 5.2.3. Attendance and completion of the course must be beneficial to Keltech

6. Application Process

- 6.1. If an employee wishes to avail of educational assistance from the company, an educational assistance request form (Appendix 1) must be completed and submitted to the HR Coordinator. A copy of the relevant course prospectus must accompany the request form.
- 6.2. The HR Coordinator will consider the application for assistance in conjunction with the employee's supervisor and the General Manager and a decision will be made as to whether the assistance should be granted or not. The employee will be informed of the decision accordingly.

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- 6.3. Employees should note that application for educational assistance does not guarantee approval. The approval of educational assistance is absolutely at the discretion of the company. In addition, as educational assistance is dependant on Keltech financial situation the company may not always be in a position to provide such assistance.

7. Assistance Provided

- 7.1. Where educational assistance has been granted, Kel-Tech Engineering Ltd will provide the following assistance to employees:
- 7.1.1. Cost of course registration fees
 - 7.1.2. Cost of course tuition fees
 - 7.1.3. Cost of examination fees (for first attempt only)
 - 7.1.4. Cost for membership of any professional bodies
 - 7.1.5. Cost of any books/ learning materials
 - 7.1.6. In circumstances where the employee agrees to pay part or full amount of the costs of educational assistance, it will be agreed in writing and the amount agreed will be deducted from the employees weekly wages.
 - 7.1.7. Examination Leave
 - 7.1.7.1. Keltech will allow employees paid time off to sit exams.
 - 7.1.7.2. Examination Leave is only available if the exam is scheduled during an employee's normal working hours. If the exam falls outside of normal working hours no allowance in lieu will be given.
 - 7.1.7.3. If the exam is finished during normal working hours the employee is required to return to work.
 - 7.1.7.4. Examination Leave is not applicable in cases of repeat exams where normal annual leave procedures will apply.
 - 7.1.7.5. Employees wishing to avail of examination leave are required to seek approval from their supervisor at least four weeks in advance to ensure that adequate cover can be arranged.

8. Conditions associated with availing of Educational Assistance

- 8.1. The employee must provide the company with a copy of official exam results on each occasion that examination results are issued.
- 8.2. If an employee fails an exam and is required to repeat then the cost associated with such repeat exams must be paid by the employee themselves and will not be covered by Keltech
- 8.3. If the employee fails or drops out of the course they are required to reimburse Keltech with 100% of any educational assistance which has been received.
- 8.4. If employment is terminated for any reason prior to course completion, then Keltech reserves the right to be reimbursed for 100% of educational assistance paid for by the company.
- 8.5. Employees availing of educational assistance are required to stay with the company for 2 years following completion of the course to ensure that Keltech receives an adequate return on their investment. If the employee leaves in the first 12 months following completion of the course they are required to reimburse the company 50% of the educational assistance

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received. If the employee leaves between 12 months and 24 months following course completion they are required to reimburse the company 25% of the educational assistance received.

Appendix 1

Educational Assistance Request Form

Employee Details

Employee Name	
Employee Address	
Position	

Course Details

Course Name	
Course Type	<i>Please tick as appropriate:</i> Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Degree <input type="checkbox"/> Other <input type="checkbox"/> <i>Please specify</i> _____
Course Duration	
Name and address of college/institution	
Cost per year	
Please attach with this form a copy of the course prospectus.	

Justification

How would this course benefit your own personal development?
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[Empty box for text entry]

What would the expected return on investment be for Keltech?

[Empty box for text entry]

Declaration

I have read and fully understand the terms and conditions of the Educational Assistance policy. I understand that I will be required to reimburse the company any educational assistance received in the event that my employment is terminated or if I fail/ do not complete the course.

Employee Signature:	
Date:	

Note: This form must be completed an employee wishing to avail of educational assistance and must be submitted to the HR Coordinator. A copy of the course prospectus must accompany this application.