



Immanuel Continuing Educational Assistance Program Policy (ICEAP)

Purpose

As part of the Immanuel family, your continued personal development is extremely important to us. We strive to continue to grow as an organization and continued employee development is a key element to that growth. Education Assistance is one avenue to provide this ongoing development.

Benefits provided to eligible employees under the Program are subject to all terms and conditions set forth in this document.

Effective Date

The Immanuel Continuing Educational Assistance Plan became effective July 1, 2018.

Eligibility and Participation

An employee must satisfy each of the following requirements in order to be eligible for and participate in the program. The "Eligible Employee":

1. Is actively employed by Immanuel
2. Has completed a minimum of 6 months employment as a .7 or above and remain in a benefit eligible status the entire duration of course/quarter/semester in which ICEAP funds were used for.
3. The completion of six months of Immanuel employment must occur **before** the class start date.
4. Has completed the required Program Application Process and submitted the ICEAP Acknowledgement, Waiver and Release form
5. Satisfies the school's registration and "academic good standing" requirements

Benefits

The Continuing Education Assistance Program will provide up to a maximum of \$5,250.00 per calendar year for tuition, fees, and registration expenses. Individual courses must be part of a continuing education and developmental program. This does not include the cost of books or late and penalty fees.

Coursework

Immanuel offers a variety of internal educational opportunities in professional development and continuing education. Participation may be optional or, in some cases may be required to meet state & federal regulations or guidelines.



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Individual courses or courses that are part of a degree, licensing, or certification program must be related to the employee's current job duties or a foreseeable future position in the organization in order to be eligible for Education assistance.

Certifications

Immanuel will review I.C.E.A.P applications submitted by employees pursuing a certification. The certification program **must be** from an *accredited institution* and related to current job duties or a foreseeable future position.

CEU's **do not** qualify for I.C.E.A.P.

I.C.E.A.P. Review Process

Immanuel has the sole discretion to determine whether a course relates to an employee's current job duties or a foreseeable-future position. Employees should contact Human Resources for more information or questions about Education assistance. While Education assistance is expected to enhance the employee's performance and professional abilities, Immanuel does not guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increases.

Immanuel reserves the right to review classes and the intent of the class in relation to Immanuel growth.

If your job requires a specific certification you must discuss with your Manager and get pre-approval from your Executive Director on steps required to have it processed through Accounts Payable.

Approved Leave of Absence

An Eligible Employee on an approved leave of absence may continue to participate in the Program so long as she or he continues to maintain Immanuel benefits eligibility.

Program Application Process

The eligible employee will complete and submit the application for participation in the program through Immanuel benefits website **or** in UKG > Myself > Company Info. Next, submission of supporting documentation of class registration and cost per credit hour is required at time of application, this documentation must be sent electronically to HR at IMMNewhireinfo@immanuel.com.

Once received, the application is reviewed and if all steps have been completed and you meet the eligibility requirements it is then approved. Payroll will process the approved amount on the next paycheck, **not more than 30-days prior to the start date of the class.**



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Disclosure

Participation in the Immanuel Continuing Education Assistance Program (ICEAP) is voluntary. The ICEAP is intended to assist employees with their continued personal development. This program is designed to assist Immanuel employees by providing pre-tax funds towards direct education tuition cost and fees for eligible courses. Employee/students will be responsible for paying any expenses, balances, outside of the funds provided by ICEAP.

Continued participation in the plan relies on each student to:

- Maintain Satisfactory Academic Progress in their approved program. Receipt of an unsuccessful grade (defined as an "F", "WF", or "W") will impact your status in the program and can require future participation to become a reimbursement program.
- Meet the program submission requirements, including the signature on the agreement waiver and submission of final grades within 30 days of receipt of grade. Lack of grade submission within the 30 days will require future participation to become a reimbursement program.
- Maintain continued enrollment for more than 14 days without a *pre-approved* academic leave request.
- Submit all required supporting documentation, class schedule, invoice or document which details cost per credit hour and school statement.
- A Withdraw from the class could cause a change in the taxable income status of the educational assistance provided.

Questions regarding this policy may be directed to your manager or Human Resources Business Partner. Specific questions regarding the administration of this plan may also be directed to the HR Support Services Team at the Home Office.