



## Educational Assistance Policy

### Policy:

Columbia Distributing will reimburse an employee 50% of the cost, up to \$1,000 per year, in educational assistance for approved, work related courses.

### To apply for educational assistance, please complete the following steps:

- 1 **Prior to course registration**, complete the Educational Assistance Application and attach any additional descriptive information regarding the course(s) or degree program you wish to enter.
- 2 Meet with your Department Manager to discuss and approve your educational assistance request.
- 3 Submit the original, signed application form to the Human Resources Department for final review.
  - You can submit the form to [Benefits@coldist.com](mailto:Benefits@coldist.com) or by fax at (971) 925-9031.
- 4 At the completion of the course(s), resubmit a copy of your grade report (proof of B grade or above) and the receipt of payment for the class(es) to the Human Resources Department at [Benefits@coldist.com](mailto:Benefits@coldist.com) or by fax at (971) 925-9031.



## Educational Assistance Application

### PERSONAL INFORMATION

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_

### COURSE INFORMATION

Course Name(s)	Course Date(s)		Cost	50% Reimbursement*
	From	To		
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

### APPROVAL

I understand that I must pay the cost of tuition and fees in advance, and upon successful completion of the course(s), the company will reimburse me at the appropriate rate as outlined in the policy. I understand that I must furnish a grade report and receipts of expenses before reimbursement will be made.

Employee Signature: \_\_\_\_\_

forward to Department Manager

Department Manager Approval: \_\_\_\_\_

forward to HR Department

Human Resource Approval: \_\_\_\_\_

employee retain until completion of course

### REIMBURSEMENT APPROVAL

Human Resources Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Approved Amount: \_\_\_\_\_

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