

**Ashley Furniture Industries, Inc.**  
Tuition Reimbursement Program Application

First Name: \_\_\_\_\_ MI: \_\_\_\_\_ Last Name: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

Employee #: \_\_\_\_\_ Position/Job Title: \_\_\_\_\_ Department/Division: \_\_\_\_\_

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

School and Branch Name: \_\_\_\_\_

School's Address: \_\_\_\_\_

Check one below:

- Relates to my current job  
 Prepares me for promotional purposes

Specify degree or course program type:

- AA  BA  Certificate  Diploma  
 Non-Degree  Other (specify) \_\_\_\_\_

Declared Major: \_\_\_\_\_

Anticipated Graduation M/D/Y: \_\_\_\_\_

Courses for this term (Title)	Course Number	Start & End Dates	Number Of Credits	Book Fee(s)	Lab Fee(s) (if any)	Tuition Per Course	Total Cost Per Course
1.				\$	\$	\$	\$
2.				\$	\$	\$	\$
3.			3	\$	\$	\$	\$?
4.			3	\$	\$	\$	\$?
5.				\$	\$	\$	\$

Total \$: \_\_\_\_\_

My request above and signature indicate my pursuit of academic development and that my funding is not duplicated by any other financial support.

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

\_\_\_\_\_  
Date

**Please do not write below this line.**

Approved  Disapproved (if disapproved, why?) \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Revised 2/2/06 rj

\_\_\_\_\_  
Human Resources Representative

\_\_\_\_\_  
Date

## Tuition Reimbursement Policy

### PURPOSE:

Ashley's Tuition Reimbursement Program is an employee benefit. It provides fee reimbursement to qualified employees who successfully complete approved academic course work that either enhances current job skills or increases employee's promotional opportunities within the Company.

### POLICY:

#### Applicant Qualifications:

**1. To qualify for this benefit program, the Applicant must:**

- a. Be a regular, full-time employee of Ashley Furniture Industries
- b. Have one year of continuous employment as a full-time associate (AHS, AFI, ADS)
- c. Have no discipline issues in prior 90 day period
- d. Meet standard performance rating or better in previous review
- e. Not have received sources of funding that duplicate Ashley's financial support for the requested course work (i.e., grant money, GI Bill®, etc.).

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill).

NOTE: "b" does not apply to Applicants in pursuit of GED or High School Equivalency Diploma.

**2. The course work:**

- a. Must be provided by an approved, appropriately accredited technical school, college, or university as determined by the company
- b. Must be pre-approved (prior to school registration) on the Tuition Reimbursement Application\*
- c. Must be related to the employees current position or one that the company determines is a reasonable achievement as determined by the company in the sole discretion of the VP of Human Resources
- d. Must be substantiated by current documentation (course catalog, class schedule, etc.)
- e. Must generate an academic letter grade (repeat courses are not reimbursable) or produce a GED certificate or a High School Equivalency Diploma

NOTE: For on-line courses employees cover the difference of what the cost of the course would be at the normal in-class rate as determined by the company.

NOTE: Special consideration may be given for employees that travel extensively.

**3. Proof of completion:**

- a. Includes the original school receipts for all approved fees (tuition, textbooks, lab fees), and
- b. Includes the original final grade report or original GED certificate or High School Equivalency Diploma.

### PROCEDURE:

1. Discuss your academic program and future career aspirations with the designated Human Resources Representative.
2. Provide the academic program information (course description, programs curriculum, etc.).
3. Complete and submit a Tuition Reimbursement Application each academic term for course work approval.

4. Register for class (es) at the approved, accredited institution.
5. Complete course work.
6. Submit original documents as proof of completion to the Human Resources Representative (i.e., grade report, certificate, diploma, registration, lab and book receipts, etc.)

**Reimbursement\***

1. Rate of reimbursement is calculated as follows:  
     A = 100%      B = 75%      C = 50%  
     No reimbursement will be issued for a grade below a C.
2. If you terminate your employment or your employment is terminated for cause within one year of your final receipt of payment you are required to reimburse Ashley Furniture for the cost associated with your final tuition reimbursement payment within 30 days of your last day of employment with the company.

\*NOTE: Approval of current coursework for reimbursement does not guarantee any future approval for tuition reimbursement.

<b>Maximum cap per employee</b>	
<i>Degree</i>	<i>Payout</i>
Certificate	\$500.00
Associates	\$4,000.00
Bachelor's	\$10,000.00
Master's	\$3,000.00
PhD/Doctorate	\$3,000.00

Eligibility for Masters, PhD, or Doctorate programs is determined by the Vice President of Human Resources.