

## TUITION REIMBURSEMENT POLICY

Acadia supports the professional growth and development of its employees. The Tuition Reimbursement Policy is designed to provide eligible employees the opportunity to pursue additional education in courses that will help them excel in their current position and/or prepare them for their next role with Acadia by providing financial assistance for courses and programs directed toward this objective.

### **ELIGIBILITY**

- 1) You must be employed as a regular employee of Acadia for a minimum of 6 months
- 2) You must be an active employee who is regularly scheduled to work a minimum of 30 hours per week
- 3) Course(s) must relate to the advancement of the your career with Acadia
- 4) Courses must be taken at an accredited college or university
- 5) You must be in good standing with Acadia at the time of enrollment and at the time the final grade is earned to be eligible for reimbursement

### **APPLICATION PROCESS**

**Complete the following steps at least 2 weeks PRIOR to enrolling in coursework:**

- 1) Prior to enrolling or beginning coursework, complete the Tuition Reimbursement Application and discuss with your manager
- 2) Obtain manager approval and submit application form to your People Business Partner (PBP) for next level approval
- 3) After obtaining approval from your manager and PBP, you may register for and/or begin classes.

**\*\*IMPORTANT: Failure to complete all of the above steps at least 2 weeks prior to registering for coursework may result in ineligibility for reimbursement.**

### **REIMBURSEMENT ALLOWANCE**

Acadia will reimburse the cost of tuition, books and lab fees up to a maximum of \$5,250.00 per calendar year for approved courses.

Reimbursement for each course is subject to final grade obtained and will be reimbursed as follows:

- Grade of A, B or C is reimbursed at 100%
- Grade below a C will not be reimbursed
- Courses graded as Pass/Fail, will be reimbursed at 100% for a Pass

If you voluntarily leave employment with Acadia within 12 months from the date that your approved course work began, you will be liable for repayment of the full amount of reimbursement(s) that was paid to you.

### **COURSES**

Courses and studies should be completed outside your regular work schedule and must not interfere with your performance. The number of units taken during a quarter/semester, as well as any exceptions, require approval by your manager and PBP.

### **REIMBURSEMENT PROCESS**

Reimbursement will be made upon re-submission of previously approved Tuition Reimbursement Application form, proof of course grade, and original receipts validating that you have personally paid for the coursework. *Meals, transportation and parking are not reimbursable.*

You are required to submit all documentation within 30 business days after receiving grades and proof of payment. You must submit all documentation to the attention of your assigned PBP for review and approval. **After receiving approval from your PBP**, submit your expense report through Concur for reimbursement.

Reimbursement may take up to 4 business weeks for processing. If after 30 days you fail to submit all documentation, extra steps will be needed for proper review and potential approval. Delays in submitting all documentation based on the established timelines may lead to non-reimbursement.

### **SEMINARS AND WORKSHOPS**

Attendance and reimbursement for professional seminars, trainings and workshops are at the discretion of the department management and are not included in this program.

Please reach out to your PBP or email the People Operations Team at [\*\*PeopleOperations@acadia-pharm.com\*\*](mailto:PeopleOperations@acadia-pharm.com), if you have questions about the tuition reimbursement program.

## Request for Tuition Reimbursement

EMPLOYEE NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_ JOB TITLE: \_\_\_\_\_

NAME OF ACCREDITED COLLEGE OR UNIVERSITY: \_\_\_\_\_

TYPE OF PROGRAM:  Associates     Bachelors     Masters/PhD     Non-Degreed Program

Course	Start Date	End Date	Estimated Cost

Describe benefit of the course(s) to your position and/or career at Acadia:

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By signing below I understand and agree that if I voluntarily resign from my position within 12 months from the date that my approved course work began, I will be liable for repayment for the full amount of the tuition reimbursement(s) received. I also understand that approval for coursework must be received prior to registration in order to be reimbursed.

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

\_\_\_\_\_  
Manager Approval Date

\_\_\_\_\_  
People Business Partner (PBP) Approval Date

*Upon completion of course, please return this form, course grade and receipts to your PBP for final review and processing.*

### PEOPLE OPERATIONS USE ONLY

Request Date: \_\_\_\_\_ Date Submitted to Finance: \_\_\_\_\_

YTD Reimbursement Amount: \_\_\_\_\_ P&P Reimbursement Approval: \_\_\_\_\_