

IDR TUITION REIMBURSEMENT PROGRAM FOR IT CONSULTANTS

Eligibility:

Eligibility in the IDR Tuition Reimbursement Program for IT Consultants is based on your being an active IT consultant for IDR for at least six (6) months prior to the date of the requested training, conferences, or certification.

Benefit Overview:

Eligible IT Consultants will be reimbursed for 50% of approved tuition costs up to a maximum of \$1,500 during their employment with IDR. The reimbursement is only available for tuition costs for pre-approved IT training, conferences, and certification programs. IDR and your IDR client must approve the training, conference or certification you seek.

Because your participation in this program is voluntary and is not a duty or requirement of your IDR employment, you will not be compensated for the hours you spend completing such training, conference or certification. You will also be responsible for taxes, if any, owed for any reimbursement paid to you by IDR.

If your employment with IDR ends, for whatever reason, within six months after completion of the training, conference or certification, you will be required to reimburse IDR on a pro-rated basis for the amounts paid to you at the rate of 1/6th for each full month that you did not remain an IDR employee for the required six month period. By example, if you attend a conference on April 6, 2015, were reimbursed \$1,500 for the tuition costs, and your employment ended on May 8, 2015, you will be required to repay \$1,250 to IDR.

Application Process:

To apply for the reimbursement program, please complete a Tuition Reimbursement Application and send it to your IDR Engagement Manager. The application must be received at least fifteen (15) days before you enroll or make a financial commitment. The following three items are required for the application to be considered complete:

- A completed Tuition Reimbursement Application.
- An official training/conference/certification description.
- Document(s) detailing the tuition costs.

Reimbursement Process:

After receipt of written IDR approval and within 30 days of proven successful completion of the IT training, conference, or certification, you must provide your IDR Engagement Manager with the following:

- Proof of the amount paid by you for the tuition.
- Proof of completion of the training/conference/certification.
- A statement of the reimbursement amount sought.

Questions concerning this reimbursement program can be addressed to your IDR Engagement Manager.



TUITION REIMBURSEMENT APPLICATION

NAME: _____

E-MAIL: _____

ADDRESS: _____

PHONE NUMBER: _____

IDR CLIENT NAME & LOCATION _____

CLIENT SUPERVISOR _____

TRAINING/CONFERENCE/CERTIFICATION DESCRIPTION _____

SPONSOR: _____

TUITION COST: _____

LOCATION OF TRAINING/CONFERENCE/CERTIFICATION: _____

DATES AND TIMES OF CLASSES _____

PURPOSE: _____

TOTAL REIMBURSEMENT AMOUNTS PREVIOUSLY PAID BY IDR: _____

Because my participation in such IT training, conference, or certification program is voluntary and is not a duty or requirement of my IDR employment, I understand and agree that I will not receive compensation from IDR for the hours I spend completing such training, conference or certification.

If my employment with IDR ends, for whatever reason, within six months after completion of the training, conference or certification, I will be required to reimburse IDR on a pro-rated basis for the amounts paid to me at the rate of 1/6th for each full month that I did not remain an IDR employee for the required six month period. I authorize IDR to withhold such amounts from my paycheck.

SIGNATURE

DATE

FOR IDR USE ONLY

Date Received_____

Approved by Client Y / N Who_____

Approved by IDR Y / N Who_____

IT Consultant Notified Y / N

Date of Notification_____