



Tuition Reimbursement

Eligibility

All regular, full-time employees with more than six months service qualify for educational benefits. Any exceptions warranting a shorter qualifying period must be approved by the EVP level department head and the Chief Human Resources Officer. Employees must obtain supervisor permission prior to taking each course in order to qualify for tuition reimbursement.

Approved Schools and Courses

Approved subjects are those that are either related to the employee's current job or those that may be expected to aid an employee as a result of a promotion in the immediate future. Supervisor permission is always required for a course to qualify for reimbursement. Non-business-related courses may be reimbursed when they are a requirement of a degree program that has been authorized by the employee's manager. Entrance and exam fees are not covered.

For your Reimbursement

Upon course completion, all required documentation listed below must be sent to Human Resources at hresources@firsttrust.com.

1. Final course grade: Employees are responsible for submitting their final course grade to Human Resources. Firsttrust will not reimburse employees for tuition for any course in which they receive a grade less than a "C" or, if they withdraw from a course.
2. Paid Receipt: The employee must pay the tuition invoice and submit the receipt in order to receive reimbursement. No more than two courses per semester will be approved, with the total annual tuition reimbursement not to exceed \$5,250.
3. Tuition Reimbursement Request Form: The employee must be complete the Tuition Reimbursement Request Form and receive approval by the employee's immediate supervisor, Department EVP, and Chief Human Resources Officer.

Termination of Employment

Undergraduate: Employees who leave Firsttrust for any reason within six months after HR receives the final grade are responsible to repay the Bank 100% of the cost of tuition for any course taken.

Graduate or Advanced Degree courses: Employees who leave Firsttrust for any reason within one year after HR receives the final grade are responsible to repay the Bank 100% of the cost of tuition for any course taken.