

Tuition Reimbursement

The following procedures are mandatory for the NASSCO Tuition Reimbursement program:

1. Acquire a copy of the NASSCO tuition reimbursement form.
 - Livelink (Departments/Organizational Development/Tuition Reimbursement) : <http://intranet/livelink/livelink.exe?func=ll&objId=12765757&objAction=browse&viewType=1>
 - Outside Labor Relations Office (Building 1, in slots next to Payroll window)
 - Questions? Contact Jennifer Mendez (619) 544-3525
2. Completely fill in all the yellowed fields.
3. If you are taking a certification class, give the full name, address and website of the course under the school & location field.
4. If you are working toward an Associate's or Bachelor's degree, you must include proof of enrollment showing the degree program you are in. Additionally, you must submit proof of enrollment at the beginning of every school year you are using tuition reimbursement.
5. TUITION REIMBURSEMENT FORMS MUST BE SUBMITTED TWO WEEKS PRIOR TO THE START OF THE CLASS OR THE CERTIFICATION TRAINING.
6. Once the forms have been approved, you will receive a copy for your records.
7. Fill out and submit ACH form to Accounts Payable (only need to complete one time). If your banking information changes, it is your responsibility to submit a new ACH form to Accounts Payable. The ACH form is a separate from the Tuition Reimbursement form. It should be turned in separately to Accounts Payable before completing Step 8 in order to receive timely reimbursement.
8. After you have completed your course(s), you must submit your **grades and all itemized receipts within 60 days** of the completion of the course. *Remember any grade below a C and that includes a C- will not be reimbursed.*

*Tuition Reimbursement Forms can be submitted in any of the following ways:

- Interdepartmental Mail: Jennifer Mendez, MS 21-N
- In person: Labor Relations Department OR Building 1, Human Resources
- Email: jennifer.mendez@nassco.com



NASSCO'S TUITION REIMBURSEMENT POLICY

The Company offers a Tuition Reimbursement program which is designed to encourage all eligible employees to avail themselves of the opportunity to continue their education in those areas which may improve their present job performance and may increase their potential for advancement. Financial assistance is provided to regular, full-time and eligible regular, part-time salaried employees, as well as full-time hourly employees who voluntarily undertake, and successfully complete, education programs which are not otherwise available through the Company sponsored programs or classes. PhD or Doctorate courses are not eligible for reimbursement.

1. Qualifications

To qualify for reimbursement, courses of study must bear a relationship to the field of business activity in which the employee is engaged, or is likely to become engaged, while employed by the Company. Courses leading to an Associate's degree or a Bachelor's degree will in general satisfy this criterion. Approved courses must be offered by a fully accredited school (including online schools). Questions concerning the acceptability of a course or degree program are to be resolved by the Human Resources Department prior to an employee enrolling in the course.

2. Reimbursement

For employees attaining an Associate's or Bachelor's degree:

There is a limit of \$4,000 reimbursement in a calendar year*.

For employees attaining a Master's degree or taking courses for professional development:

There is a limit of \$3,000 reimbursement in a calendar year*.

*This is the calendar year that you are paid, which can differ from the year the class(es) were taken.

3. Commitment

Some employees are eligible for reimbursement for courses under federal, state or private grants, entitlement assistance programs such as the G.I. Bill, co-op programs, private foundations, or scholarships.

Tuition reimbursement by the Company is limited to cover any gap between actual costs and reimbursements from these other sources. The following expenses are eligible for reimbursement:

- . tuition or other actual costs of the course;
- . registration fees;
- . lab fees;
- . cost of required texts

Costs not covered include but are not limited to:

- . any reimbursable costs that are covered by another source;
- . transportation to and from the place of instruction;
- . parking and/or parking permits;
- . periodicals;
- . equipment;
- . software;
- . other costs related, but not required, to complete the course, i.e. student activity cards, health or student center fees, physicals.

Any person whose employment terminates for any reason (other than a layoff) prior to the completion of an approved course forfeits any reimbursement under this program.

There will not be reimbursement for coursework in which the employee enrolled prior to receiving the appropriate approval, or prior to being employed by the Company.

4. Reimbursement Procedure

To be eligible for reimbursement, employees must complete the following steps prior to the start of the course:

- Complete the current Tuition Reimbursement form.
- Submit the application form to the Human Resources Department where the application will be reviewed and approved or disapproved.
- For those attaining an associate's or bachelor's degree, submit Proof of Enrollment available through your school. Proof of Enrollment must be submitted at the beginning of every school year you are enrolled in a degree program.
- Upon successful completion of an approved course (grade of "C" or higher), the employee must complete the "Actual Cost" section on his/her approved copy of the application form. He/she must then submit the application form and supporting documentation (e.g., itemized receipts, transcripts, grade reports, syllabi for book reimbursement, etc.) within 60 days to the Organizational Development Department for reimbursement.

GENERAL DYNAMICS

NASSCO

TUITION REIMBURSEMENT FORM

Section I - to Be Completed by Employee

Print or type except signature Retain photo copy for your file Forward original application form to: **Human Resources MS-21-N**

Badge No.	Employee Name (Last)	(First)	Position	
Dept. No.	Department Name	Extension/Cell		
(Hourly or Salary)	Email			
School	Location	Major or Field of Study		
Course No.	Title/Description From Catalog or Brochure	No. of Units Sem. - Qtr.	Date Class to Begin	Date Class to be Completed
1.				
2.				
3.				
4.				

COURSE APPLIES TO:	ESTIMATED COST	ACTUAL COST
<input type="checkbox"/> Associate's Degree expected completion date (month/year) ___/___/___	Tuition - \$	Enter when course(s) completed (attach all receipts and grade reports on back of form). Tuition - \$
<input type="checkbox"/> Bachelor's Degree expected completion date (month/year) ___/___/___	Books - \$	Books - \$
<input type="checkbox"/> Master's Degree expected completion date (month/year) ___/___/___	Other Fees (Specify) - \$	Other Fees (Specify) - \$
<input type="checkbox"/> Professional Development	Total - \$	Total - \$

Explain the relationship of the above course(s) to your work with NASSCO

Other Reimbursement/Payment Available i.e., G.I. Bill Yes No If yes please enter \$ Amount \$

I reviewed and understand the Tuition Reimbursement Policy Employee's Signature Date

Section II - Approvals For Course Enrollment

Approved Yes No Human Resources Signature Date

Section III - Approvals For Reimbursement After Successful Completion

Account No.	Human Resources Signature	Date	REIMBURSEMENT AMOUNT
787-041			\$

ACH Instructions

At NASSCO, we realize prompt payment is essential to our employees seeking tuition reimbursement from Accounts Payable. To ensure prompt availability of funds, NASSCO has moved to ACH/EFT where you will receive payment through direct deposit to your bank account. Payment by ACH/EFT will provide several benefits to you. Funds will be available to you immediately upon receipt in your bank account. Please complete this form and send it along with the below items prior to submitting your final tuition reimbursement form. **Once you have set this up, it will be in the system and you will not need to resubmit another one unless you need to delete or update the information.**

Accounts Payable asks that the employee fill out the request form (attached) and provide:

1.
 - A) Voided check
OR
 - B) A bank letter with name, routing number and account number
OR
 - C) a screen shot of banking information (routing number and account number)

2. Valid email address: NASSCO email or personal.

These three items (request form, an item from #1, and email) can then be emailed to Lenora Domingo-Castro, lcastro@nassco.com and Anna-Marie Baca, annamarie.baca@nassco.com or be sent through interoffice mail to: Anna-Marie Baca 2MV-2A.

Please note: Lenora and Anna Marie only initiate ACH set up. They do not have any knowledge of payments or reimbursements. Please direct tuition reimbursement questions to jennifer.mendez@nassco.com.

Thank you in advance for your cooperation.

All of the applicable fields **MUST** be completed to process this form:

I agree that should an erroneous deposit be made to my direct deposit account, General Dynamics is authorized to deduct or credit this account, in order to correct the erroneous deposit. In addition, my account will be pre-noted and until the pre-noting process is complete my employee expense reimbursements will be paid via AP Checks. (Approximately 2 pay periods.)

Daytime Phone: _____ Email Address: _____

Employee's Signature: _____ Date: _____

- By including an account in the following table, you are authorizing the incoming EFT entries to post to the specified account. Please check the appropriate box in the following table to indicate whether you are adding, deleting or modifying a single entry option for the specified account.
- Attach a VOIDED CHECK or a LETTER FROM YOUR BANK to verify the account and routing numbers for your account. (WE MUST HAVE THIS INFORMATION FOR ALL NEW ACCOUNTS).
- Please make sure that you write your First Name, Last Name, Employee ID and Date.
- Email documents to Lenora Domingo-Castro, lcastro@nassco.com and to Anna-Marie Baca, Annamarie.baca@nassco.com Mail original documents to Anna-Marie Baca, Mail Stop #2MV-2A.
- NASSCO will send an e-mail confirmation when your first direct deposit is sent to your bank account.

Allow two weeks after receipt of form for processing. Make a copy of this form for future reference.

ACCOUNT INFORMATION (check appropriate box or boxes)

New Account Request Change Existing Account Delete Existing Account

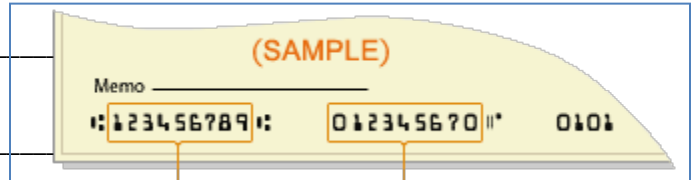
B
A
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K

I
N
F
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Name of Bank _____

Routing Number
(First 9 character field at bottom left of check)

Account Number _____



ROUTING # (9 DIGITS)	ACCOUNT
_____	_____

Employee ID: _____

Employee Name: _____