

Opensity Solutions Tuition Reimbursement

Updated February 2026

Introduction

Opensity Solutions is committed to the professional development of our employees. We believe that continuing education through accredited universities, enhances individual performance and contributes to the overall success of the organization. This policy is intended to comply with Section 127 of the Internal Revenue Code, as amended, and applicable federal, state, and local employment laws.

Program Summary

The company provides up to a maximum of **\$5,250 per calendar year** for:

- **Undergraduate or Graduate courses** from an accredited university.

Note: Covered expenses include tuition, registration fees, and required textbooks. Optional fees (parking, computer equipment, student activity fees, or late fees) are not eligible for reimbursement.

*Certificate programs may qualify and are subject to ELT approval.

Reimbursement Criteria

Reimbursement is contingent upon successful completion of the course/program:

- **Credit Courses:**
 - A, B, 3.0+ or Pass = 100%
 - C, 2.0-2.99 = 50%
 - D, F, <1.99 or Fail = 0%
- **Due Date:** Reimbursement claim must be submitted within 90 days of the course completion. Failure to submit within this timeframe may result in denial of reimbursement.

Employee Eligibility Requirements

- Full-time employees with at least 12-months of continuous service.
- Employee must be in “good standing” as of the application date through the course completion date (i.e. not on a performance improvement plan, not on an active corrective action, a most recent performance rating of “achieving” or higher). If the employee falls out of “good standing” while enrolled in the course, reimbursement may not be approved and processed. Determinations of good

standing will be made without regard to legally protected status, approved leaves of absence, or reasonable accommodations.

- Employee must be actively employed with the company at the time of reimbursement.
- Employee must receive approval from manager, HR Business Partner and ELT before course begins.

Repayment Agreement

If an employee voluntarily leaves within **12 months** of receiving a reimbursement payment, they are required to repay **100%** of that specific reimbursement, unless prohibited by state law.

Further, the employee will not receive reimbursement for courses he/she is enrolled in at the time of separation of employment and agrees to have any tuition reimbursement received during the last 12 months prior to separation withheld from the employee's final paycheck to the extent allowed by law. If the final paycheck does not cover the total amount of tuition reimbursement received in the past 12 months, the employee agrees to repay this amount in full within 30 days from the employee's last date of employment with the company.

NOTE: Per IRS rules, tuition reimbursement amounts count towards the annual maximum for the calendar year in which the reimbursement is received, not the calendar year in which the course is taken, or the reimbursement is requested. Amounts reimbursed in excess of the IRS annual limit may be treated as taxable income to the employee, as required by law.

No Guarantee of Payment

Tuition reimbursement is not guaranteed. Approval is subject to business needs, budget availability, and management discretion. Approval of one request does not guarantee approval of future requests.

No Contract / At-Will Employment

This policy does not create a contract of employment, express or implied, and does not alter the at-will employment relationship.

Right to Amend or Terminate

The Company reserves the right to amend, suspend, or terminate this policy at any time, with or without notice, subject to applicable law.