

Application For Educational Assistance

PLEASE PRINT OR TYPE

NAME		EE ID	FUNCTION	LOCATION	DATE EMPLOYED	
PAYROLL <input type="checkbox"/> HOURLY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			PRESENT JOB	PREVIOUS EDUCATION <input type="checkbox"/> H.S. GRAD.	DEGREE <input type="checkbox"/> COLLEGE GRAD.	
COURSE NUMBER	SUBJECT	DATES		SEM. HR. CREDIT	TUITION	GRADE REC'D.
		FROM	TO			
						Select One
						Select One
						Select One
NAME OF SCHOOL			NATURE OF EXPECTED DEGREE	DATE OF DEGREE	TOTAL	
BRIEF COURSE DESCRIPTION (You May Attach Copy of Course Description From School Catalog)						
HOW WILL THIS COURSE MAINTAIN OR IMPROVE SKILLS NEEDED IN YOUR PRESENT WORK?						
I AM NOT ELIGIBLE FOR ANY NON REPAYABLE FINANCIAL ASSISTANCE UNDER THE G.I. BILL OF RIGHTS OR ANY OTHER SOURCE (SIGNED)						DATE
RECOMMENDED			GRADES & TUITION	AUTHORIZED	DATE	
DIRECT MANAGER			VERIFIED BY HR MGR.	<input type="checkbox"/> Yes <input type="checkbox"/> No		
ONE-OVER-ONE MGR.			PAYMENT APPROVED			
			DIRECT MANAGER			
HUMAN RESOURCES MGR./SVP HR (Initial Graduate Application)			CHG. ACCT. NO.			

FORM #2070 (12/99)

EDUCATIONAL ASSISTANCE PROGRAM

Stanley Black & Decker provides tuition reimbursement to regular, full-time employees. Courses must be pursued outside of working hours at an accredited college, university, technical or business school, or through an at-home or correspondence program. This program helps defray the cost of approved courses and is governed by HR Guideline No. 2004.

Procedure:

- **Prior to the start of the course**, the employee completes and submits to his/her HR manager an "Application for Educational Assistance" form approved by the employee's manager (supervisor approval is not sufficient) and one-over-one manager.
NOTE – Initial applications for graduate degree assistance must be approved by SVP of Human Resources.
- An employee with less than twelve months of service is not eligible to participate in this Program.
- If the application is not approved, a letter indicating the reason will be provided.
- Within 90 days of course completion, the employee must submit grades and all receipts to HR.
- Grades of C or higher are reimbursed at 100% up to the approved amount. An annual limit of \$5,250 applies.
- Employees who resign or are discharged for violating a rule of conduct prior to completion of approved courses will not be eligible for reimbursement.
- Employees who voluntarily resign employment or who are terminated for violating a rule of conduct within 2 years of being reimbursed will be required to refund all educational reimbursement monies paid to them during such period. **By signing below, Employee hereby authorizes and requests Stanley Black & Decker reduce or withhold the amount of any reimbursement Employee is required to repay from his/her wages, payments and/or benefits otherwise due to the employee at time of separation from employment.** Employee agrees to pay all costs and expenses incurred by Stanley Black & Decker in enforcing and collecting this repayment obligation, including attorneys' fees and costs, whether collected by suit or otherwise.
- Employee reimbursements will be subject to all applicable taxes.

Applicant Signature - REQUIRED

Date

The above is a broad outline of the policy. *Contact your HR representative for additional information.*