

Educational Reimbursement/Assistance Program Eligibility

The Company encourages its employees to take advantage of opportunities to continue their education.

Eligibility:

Participants must be full-time employees of Simpson Manufacturing Co., Inc. or its subsidiaries, who have completed six months or more of continuous service.

Courses:

Undergraduate Programs

All undergraduate programs must be job related. However the Branch Manager has the responsibility to determine whether the program relates closely enough to the employee's current job function or that which they will be assigned to in the immediate future. In order to be considered, the employee must submit a [request for education assistance](#) to their Branch Manager.

Graduate Programs

All graduate programs must be specifically job related in an area which is advantageous to the Company. In order to be considered, the employee must submit a [request for education assistance](#) to their Branch Manager.

Plan Coverage:

The Program will pay for 100% of allowable expenses, up to a maximum of \$5,250 per calendar year. The limit is based on the year in which the reimbursement is issued, not necessarily based on the dates in which the coursework was completed. Therefore coursework completed at the end of one year but application and tuition not reimbursed until the following year would count towards following year limit. Federal laws allow a tax-free benefit of \$5,250 per year.

Reimbursement will be given for registration, tuition and textbooks for approved courses. Reimbursement will not be given for other expenses such as travel, meals, parking, admission tests, graduation fees or supplemental texts. Any financial aid such as scholarships, grants, or VA benefits received by the employee will be deducted from the total allowable expense.

For undergraduate programs, the employee must successfully complete the course with "C" or better on a letter grading system or "Pass" on a pass/fail system to obtain reimbursement. For graduate programs, the employee must successfully complete the course with and "A" or "B" to be reimbursed.

All [request for reimbursement](#) must be made within 3 months of successful completion of an approved course. The request must include an official copy of the grade report; official documentation from the educational institution indicating the amounts charged for tuition and fees for each course, including amounts of any financial aid received; and receipts for textbooks with the seller's name imprinted on them.

All courses must be taken outside of normal working hours and not interfere with the performance of employee's duties, unless prior arrangements are made with the supervisor/manager.

The Company encourages, whenever possible, enrollment in courses offered by public colleges and universities rather than private schools, in order to minimize cost.

This program is not retroactive. The Company will not reimburse employees for courses taken prior to employment or for classes taken prior to the proper approval procedures outlined in this program description.

This program as described above supersedes any previously released information and guidelines regarding the Education Reimbursement program.

Note: Coursework towards professional certification examinations should be processed through your branch/department learning and development budget.