

Table of Contents

Introduction and Purpose	2
Purpose of Agreement	2
Eligibility Criteria	2
Employment Status	2
Length of Service	2
Performance Standards	3
Course Relevance and Approval	3
Reimbursement Procedures	3
Application and Documentation	3
Approval Process	3
Reimbursement Timeline and Method	4
Reimbursement Limits	4
Repayment and Obligations	4
Repayment Trigger	4
Repayment Amount	4
Payment Terms	5
Exceptions	5
Employee Responsibilities	5
Academic Performance	5
Reporting Requirements	6
Compliance and Consequences	6
Company Rights and Modifications	6
Notification of Changes	6
Existing Commitments	6
Confidentiality and Data Usage	6
Data Protection	7
Dispute Resolution	7
Governing Law	7
Signatures and Effective Date	7
Signatures	7



Introduction and Purpose

This Tuition Reimbursement Agreement ("Agreement") is made and entered into as of August 9, 2025, by and between DocuPal Demo, LLC, a company located at 23 Main St, Anytown, CA 90210, United States ("Company"), and Acme Inc. Employee ("Employee").

Purpose of Agreement

The purpose of this Agreement is to set forth the terms and conditions under which DocuPal Demo, LLC will provide tuition reimbursement to employees of Acme Inc.. This program offers financial assistance for employees to pursue educational opportunities. These opportunities should enhance their skills and knowledge. It supports employee development. This agreement outlines eligibility requirements. It also covers eligible expenses, performance standards, and conditions for repayment of tuition reimbursement funds. This ensures a clear understanding of the obligations for both the Company and the Employee.

Eligibility Criteria

To be eligible for tuition reimbursement from ACME-1, employees must meet the following requirements:

Employment Status

The employee must be a full-time employee of ACME-1.

Length of Service

The employee must have completed at least one year of continuous service with ACME-1.



Performance Standards

The employee must have a performance rating of "meets expectations" or higher on their most recent performance review. This ensures that employees receiving tuition reimbursement are in good standing and actively contributing to the company.

Course Relevance and Approval

The courses or programs for which reimbursement is sought must be relevant to the employee's current role or a clearly defined career path within ACME-1. All courses or programs must receive pre-approval from the employee's manager and the Human Resources department. This ensures that the educational pursuits align with the company's strategic goals and the employee's professional development. While specific educational institutions are not mandated, the chosen program must be accredited and reputable.

Reimbursement Procedures

To receive tuition reimbursement, employees must adhere to the following procedures. Failure to comply with these procedures may result in denial of the reimbursement request.

Application and Documentation

Within 30 days of completing the course, employees must submit a reimbursement request. The request should include the following documentation:

- Official transcripts demonstrating successful course completion.
- An itemized tuition bill from the educational institution.
- Proof of payment for the tuition expenses.

Approval Process

The reimbursement request and accompanying documentation will be reviewed by the employee's direct manager. Upon the manager's approval, the request will be forwarded to the Human Resources Department for final approval. Both the manager and HR must approve the request for reimbursement to proceed.



Reimbursement Timeline and Method

Reimbursement will be processed within 45 days of final approval from the Human Resources Department. Payments will be made in USD, regardless of where the course takes place. Reimbursement will be issued via the employee's standard payroll method, unless otherwise specified and agreed upon with the Finance Department.

Reimbursement Limits

Please note that tuition reimbursement is capped at \$5,000 per employee per calendar year. Employees are responsible for any tuition expenses exceeding this limit.

Repayment and Obligations

This section outlines the repayment obligations of ACME-1 Employee ("Employee") to Docupal Demo, LLC ("Company") regarding tuition reimbursement received under this Agreement.

Repayment Trigger

The Employee is obligated to repay the tuition funds if their employment with the Company terminates, either voluntarily or involuntarily, within two (2) years following the completion date of the course or program for which tuition reimbursement was provided.

Repayment Amount

The repayment amount will be pro-rated based on the number of months remaining in the two-year commitment period, calculated from the course completion date to the termination date. For example, if the employee terminates employment 12 months after course completion, they will be responsible for repaying 50% of the reimbursed tuition costs.

The repayment will be calculated as follows:

Repayment Amount = (Total Tuition Reimbursement) * (Months Remaining in Commitment Period / 24)



Payment Terms

The Employee is required to make full repayment within thirty (30) days of their last day of employment with the Company. The Company will provide a written notice to the Employee outlining the exact repayment amount and instructions for payment.

Acceptable forms of payment include:

- Certified Check
- Money Order
- Electronic Funds Transfer (EFT)

Exceptions

The Company's CEO may consider exceptions to the repayment obligation on a case-by-case basis, based on extenuating circumstances. Any request for an exception must be submitted in writing to the CEO, along with supporting documentation. The CEO's decision is final and binding.

Employee Responsibilities

As a participant in ACME-1's Tuition Reimbursement Program, you are responsible for fulfilling the following obligations to remain eligible for reimbursement.

Academic Performance

You must achieve and maintain a grade of "C" or higher in each course for which you seek reimbursement. This demonstrates satisfactory progress and ensures the investment in your education yields a positive outcome.

Reporting Requirements

You are required to submit a progress report to Human Resources (HR) at the midpoint of each course. This report should detail your progress, any challenges encountered, and your anticipated final grade. Upon completion of the course, you must submit official documentation of your final grade to HR.



Compliance and Consequences

Failure to meet these obligations may result in the denial of future tuition reimbursement requests. Furthermore, you may be required to repay any amounts previously reimbursed to you by ACME-1 under this agreement. Adherence to these guidelines ensures the integrity and fairness of the Tuition Reimbursement Program for all participants.

Company Rights and Modifications

Docupal Demo, LLC retains the right to modify or terminate this Tuition Reimbursement program at any time. This includes the right to change eligibility criteria, covered expenses, approval processes, and repayment terms.

Notification of Changes

Any modifications or termination of the program will be communicated to ACME-1 employees via email. Information will also be posted on the company intranet. Docupal Demo, LLC will provide reasonable notice of such changes whenever possible.

Existing Commitments

Modifications to the program will not affect tuition reimbursement requests that have already been approved. Existing reimbursement commitments will be honored under the terms of the agreement in place at the time of approval.

Confidentiality and Data Usage

Docupal Demo, LLC ("Docupal") and Acme, Inc ("ACME-1") recognize the confidential nature of employee information collected during the tuition reimbursement process. This information includes the employee's name, employee ID, course details, grades, and reimbursement amounts.



Data Protection

Employee data will be stored securely, with access limited to authorized personnel only. These personnel include Human Resources, direct managers, and the finance department. ACME-1 is committed to protecting employee privacy and will ensure that data is handled in accordance with all applicable laws and regulations. All parties agree to maintain the confidentiality of this information and use it only for the purpose of administering the tuition reimbursement program.

Dispute Resolution

ACME-1 and Docupal Demo, LLC will try to resolve any disagreements related to this Tuition Reimbursement Agreement informally. The employee should first discuss the issue with their manager. If the employee and their manager cannot resolve the issue, the employee should then contact Human Resources.

Governing Law

The laws of the State of Delaware govern this Tuition Reimbursement Agreement and any disputes arising from it.

Signatures and Effective Date

Signatures

This Tuition Reimbursement Agreement becomes effective as of January 1, 2024.

By signing below, both DocuPal Demo, LLC and Acme, Inc. Employee agree to all the terms and conditions outlined in this agreement.

DocuPal Demo, LLC

[Name], CEO

Date: _____

Acme, Inc. Employee



Employee Name (Printed)

Employee Signature

Date: _____

