

Education Assistance Policy

Michigan Spring and Stamping seeks to provide opportunities for personal growth and career development to all employees. In support of this objective, financial assistance will be available to employees, who successfully complete approved educational course-work related to improving current job skills or assuming greater responsibilities with Michigan Spring and Stamping.

Eligibility

Each Michigan Spring and Stamping employee is eligible for educational assistance benefits from the first day of regular full-time employment provided all of the following conditions are met:

- The employee must be a Michigan Spring and Stamping active, full-time regular employee.
- The employee does not owe a refund on any advances received for prior coursework.
- The desired coursework must improve current job skills or prepare the employee for assuming greater responsibilities within Michigan Spring and Stamping. Non related courses that are required under an approved degree program will also be eligible for reimbursement.
- The desired coursework must be offered through an accredited institution. The employee must complete an Application for Educational Assistance and obtain necessary approval by his/her Manager and the Human Resources Manager prior to the start of classes.

Reimbursement

Reimbursement of eligible expenses (including books) for completed courses will be made according to the following-schedule:

- 100% for grade of A
- 90% for grade of B
- 75% for a grade of C
- 50% for a non-graded course