

**From:** Christopher Nudo  
**Subject:** Tuition  
**Date:** January 30, 2020 at 8:13 AM  
**To:** James MacDonald



James,

I could not find a copy of Abby's tuition agreement. But I did find a copy of the Tuition Reimbursement Policy that the church had.

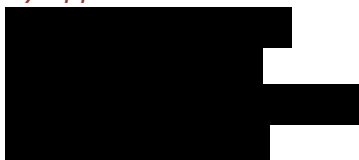
Further there were quite a few people who took advantage of the policy. You had a list. Make sure you had Devin Stark on the list also. We had an agreement to pay for 50% of his master's degree.

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**ChristopherNudo**  
**Attorney at Law**



*By Appointment*



**Real Estate Paralegal**  
**Kristen Cardinale**



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# Tuition Reimbursement Policy

Harvest Bible Chapel, (“Harvest”) may enter into a tuition reimbursement agreement with full-time employees, for educational costs for courses or degree tracks approved by Harvest. Any full-time employee who would like to apply for a tuition reimbursement agreement must submit school and class information to the XLT and approval will be dependent upon Harvest’s available budget, the employee’s current or future potential position, and XLT’s sole opinion as to whether or not the courses will enhance employee’s skills in a way that would benefit Harvest.

The objective of this policy is to assist employees to enhance their current skills as well as improve future potential as an employee, through education, in order to benefit Harvest.

As a condition to any tuition reimbursement approval, employee must agree to the following:

- 1) Employee shall be required to work for Harvest for no less than 24 months from the completion of the last day of either the final exam of the course or the receipt of a diploma representing the degree employee is seeking (“Completion Date”).
- 2) Employee must maintain full-time employment status with Harvest through the Completion Date, in order to remain qualified in the tuition reimbursement program. If employee terminates employment with Harvest at any time prior to the Completion Date, then the following reimbursement schedule shall be adhered to:
  - a. If termination occurs prior to the receipt of a diploma, then Employee shall reimburse Harvest for all money received for tuition reimbursement for the previous twelve months and Harvest shall no longer be responsible for any future tuition reimbursements to employee.
  - b. If termination occurs after the receipt of a diploma but prior to the Completion Date, then employee shall reimburse Harvest for the prorated amount of reimbursement received as a percentage of the remaining months required to finish the twenty-four (24) month obligation.

Any employee who meets the above qualifications and obtains written XLT approval shall obtain the following Tuition Reimbursement benefits:

- 1) Harvest may reimburse a qualified employee up to a maximum of fifty (50%) percent of the course cost. The following schedule shall determine the percentage of course cost reimbursed by Harvest:
  - a. Harvest shall reimburse fifty (50%) percent of the course cost for an “A” received in a course by employee.
  - b. Harvest shall reimburse forty (40%) percent of the course cost for a “B” received in a course by employee.
  - c. Harvest shall reimburse thirty (30%) percent of the course cost for a “C” received in a course by employee.
  - d. Harvest shall not reimburse employee for any grade below a “C” received by employee.
- 2) All reimbursement payments to employee from Harvest shall be paid to employee within thirty (30) days of employee giving Harvest written evidence of grades received in all courses for a semester and evidence of the money paid by employee to the school for the tuition paid by employee.

No employee shall qualify for the tuition reimbursement policy unless the XLT written permission is signed by one of the XLT members and a written tuition reimbursement agreement is filed in the employees personnel file.