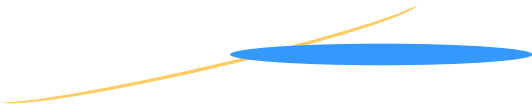


# Conrail: Continuing Education Assistance



## Policy

Conrail will reimburse eligible employees certain educational expenses for acceptance into and successful completion of an approved course. Approved courses must meet the guidelines identified in this policy. Reimbursement will be limited to the amounts specified. Employee's participation in educational programs must be done on the employee's own time and approved by their Department Head. Final determination of employee eligibility, appropriateness of courses, coverage of fees and/or applicable charges will rest with Conrail's senior employee relations official.

### Approved Courses of Study

All courses must be offered by accredited universities, colleges, or public vocational schools. Certain correspondence schools are acceptable in cases where specific courses are not available, or an employee's work schedule conflicts with course availability.

For courses to be considered, they must be in a business-related area. Business related areas include those disciplines which are applied within the working requirements of Conrail, CSX, or Norfolk Southern.

1. *Associate degree* -- If an employee wishes to earn, or has partially completed credit toward an associate degree in a business related area as defined above, any course required for the completion of that degree will be considered valid.
2. *Bachelor degree* -- If an employee wishes to earn, or has partially completed credit toward a bachelor degree in a business related area as above, any course required for the completion of that degree will be considered valid.
3. All *graduate courses* must be related directly to an employee's current position and responsibilities.

4. *Non-degree programs* -- Courses taken for refresher purposes in order to prepare for the examination required to obtain or retain a professional license or certification (such as, but not limited to, Professional Engineer, Certified Public Accountant, Professional in Human Resources, etc.) will be considered valid if the employee's current responsibilities are within the discipline of the certification sought.
5. *Technology programs* -- Courses taken to enhance current skills in an employee's area of responsibility (such as, but not limited to Novel Network, MS NT and/or LAN Networking, Computer Assisted Design, etc.) will be considered valid.
6. *Life experience* -- The cost of examinations for credit (such as, but not limited to CLEP, DANTE'S, etc.) will be considered valid, reimbursable costs.

Courses **not eligible** for reimbursement include:

1. Second Masters degree
2. Doctoral degree
3. Law School or courses leading to a degree in law without specific approval from the Vice President – General Counsel & Corporate Secretary.
4. Seminars, courses for special interests and other forms of instruction.
5. Basic skill training which has no application to the employee's present or potential positions within Conrail, CSX or NS.
6. Courses which may be of personal interest to the employee but have no application to the employee's responsibilities at Conrail, CSX or NS.
7. Courses in which an employee audits, observes procedures, listens to lectures, etc., but will not receive credit for completion.

### Eligibility

All active, full-time employees of Conrail are eligible to participate in this program, after completing at least one year of continuous service.

## Reimbursement

Costs associated with tuition, registration, required textbooks, and laboratory fees are eligible for reimbursement. No reimbursement will be allowed unless specific, itemized receipts are submitted with an employee's reimbursement request.

Reimbursement will be made after successful completion of a course with a grade of "C" or higher, the equivalent or higher in a numeric grading system, or "Pass" or "Satisfactory" in that type grading system.

Proof of the successful completion of course(s) must be submitted within 30 days of the completion of the course(s).

Reimbursement will not be made for courses for which no prior approval was given.

Reimbursement will not duplicate any financial assistance received from other sources, such as, but not limited to Veterans Educational Assistance, grants, or scholarships. Conrail will, however, reimburse the difference, if any, between reimbursable expenses and other assistance.

Conrail will not guarantee any tuition to any school or participate in any form of payroll deduction under this policy.

Reimbursement will be made for up to two (2) courses per semester or quarter. Required laboratory courses are permitted in addition to the above allowable expenses.

Maximum amount payable by Conrail for course reimbursement per calendar year is \$6,000.

### *Excluded Costs*

The following costs are not eligible for reimbursement:

1. Supplies
2. Tools and equipment (including personal computer equipment)
3. Housing (i.e., room and/or board)
4. Penalty fees for late registration or other fines
5. Parking permits
6. Financing charges for deferred payments or loans
7. Travel costs
8. Entrance placement and/or qualification examination fees
9. Graduation or diploma fees

## Application

An employee must complete a form HRSA1, "Request for Educational Assistance," to be received by her or his supervisor at least thirty (30) days prior to the first day of the course. The employee's supervisor will forward the request to the Department Head for approval.

The employee will be notified if his/her request is approved or disapproved.

Within one month after an employee satisfactorily completes the course, the employee may claim reimbursement by forwarding to the designated departmental representative proof of successful completion of the course(s), along with receipts for tuition, registration, required textbooks, laboratory fees, official transcripts, etc. (as defined above.)

Once approved, the reimbursement allowance will be posted to the employee's pay in the form of tuition reimbursement.

Final approval rests with Conrail's Continuing Education Assistance Administrator, when there is a question as to eligibility and/or appropriateness of fees.

## Forms and Contact Information

Conrail - Human Resources, Continuing Education Assistance, 1717 Arch Street, 49<sup>th</sup> Floor, Philadelphia, PA 19103 or by calling **(215) 209-5002** or **SMART 8-333-5002**.

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### ***Additional information can be found in:***

**Continuing Education Assistance, Conrail SA**  
Order, AD 0.17

*The full text of Conrail's policies can be requested from the Superintendent's Office, Human Resources or the Office of the Corporate Secretary.*



*Human Resources*  
2009

## Request for Educational Assistance

This form must be completed and authorized by your Department Head prior to the beginning of the course(s). The signed original must be forwarded to the Administrator - Continuing Education Assistance within 30 days after start of course(s). Please read the instructions on the reverse side before completing this form.

Employee Name (First) _____ (Middle Initial) _____ (Last) _____			SSN _____
Position Title _____	Department _____	Work Location _____	SMART number _____

**I am eligible for educational assistance through outside sources such as scholarships, grants, G.I. Bill, etc.**

- Yes      If Yes, please explain and estimate the amount of assistance:  
 No

**I request reimbursement under the Continuing Education Assistance Plan for the following purpose:**

- Attend Technical/Trade or GED Courses
- Attend courses designed as preparation for professional examination
- Attend individual courses not presently part of a degree program
- Earning an academic degree (please provide information below)

Degree	Field of Study	Credits		Expected Completion Date
		To Date	Total Required	
<input type="checkbox"/> Associate				
<input type="checkbox"/> Bachelor				
<input type="checkbox"/> Masters				

**I request the following expenses be considered for reimbursement (complete non-shaded areas ONLY):**

LEARNING INSTITUTION	FULL TITLE OF COURSE (MAXIMUM OF 2) OR DESCRIPTION OF FEE	CREDITS	START DATE	STOP DATE	TUITION/ FEE (\$)	GRADE

PRELIMINARY TOTAL					
<i>Do not complete the shaded area.</i>					BOOKS
PREVIOUS YTD AMOUNT	<input style="width: 100px;" type="text"/>	REVISED TOTAL			
HIRE DATE <input style="width: 80px;" type="text"/>	REMAINING \$ AVAILABLE	<input style="width: 100px;" type="text"/>	AMOUNT APPROVED	<input style="width: 100px;" type="text"/>	

- Checklist:**
- A copy of the learning institution's official description of each course and tuition/fee schedule are attached.
  - Form signed by employee, immediate supervisor and Department Head.
  - Completed form forwarded to Administrator - Continuing Education Assistance at Conrail, 1717 Arch Street 49th Floor, Philadelphia, PA 19103. Employee should retain a copy of the form for his/her records.
  - Within 30 days of completion of course, copy of grades and receipts (tuition, fees and books) are forwarded to Administrator - Continuing Education Assistance.

I have read and agree to all terms and conditions set forth in Conrail's Continuing Education Assistance Policy and understand my obligations. Payment by Conrail will be made upon successful completion of the courses authorized. I understand that reimbursement will be denied if I fail to submit within 30 days of successful completion of the authorized courses a copy of my grades and paid receipt(s). I understand that I lose my right to all money for authorized courses if I fail to complete a course or voluntarily leave the employment of Conrail prior to the completion of the course(s). I certify that all information on this form is true and

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**APPROVALS**

IMMEDIATE SUPERVISOR'S SIGNATURE	TITLE	DATE
DEPARTMENT HEAD'S SIGNATURE	TITLE	DATE

**Instructions:**

Please complete all applicable items as follows:

- 1 Enter your name and provide the other requested data in the personal information section.
- 2 If you are eligible for tuition assistance through any other source(s), please include information about such assistance in the space provided.
- 3 Indicate your purpose for requesting educational assistance by checking the appropriate box. If you are pursuing an academic degree, please provide the requested information pertaining to that degree in the space provided.
- 4 Enter the name of the learning institution you plan to attend, the full title of each course you wish to be considered for assistance (or description of related fee), the number of credits you expect to earn, the dates the course will begin and end, and the cost of the tuition or fee. Please be specific.
- 5 Enter the total cost of the tuition and fees in the "preliminary total" box. Do not provide a dollar amount for books unless this amount is known to you. The form will be revised upon submission of your grades and receipts.

**Example:**

LEARNING INSTITUTION	FULL TITLE OF COURSE (MAXIMUM OF 2) OR DESCRIPTION OF FEE	CREDITS	START DATE	STOP DATE	TUITION/ FEE (\$)	GRADE
Penn State	Intro to Business Administration	3	1/9/2000	5/6/2000	\$ 700.00	
Penn State	Business Writing	3	1/9/2000	5/6/2000	\$ 700.00	
Penn State	Registration Fee	n/a	1/9/2000	5/6/2000	\$ 25.00	
Penn State	Computer Fee	n/a	1/9/2000	5/6/2000	\$ 15.00	
					PRELIMINARY TOTAL	\$ 1,440.00
<i>Do not complete the shaded area.</i>						
						BOOKS
PREVIOUS YTD AMOUNT						<input type="text"/>
REVISD TOTAL						<input type="text"/>
HIRE DATE	<input type="text"/>	REMAINING \$ AVAILABLE	<input type="text"/>	AMOUNT APPROVED	<input type="text"/>	

- 6 Sign and date the form in the appropriate space.
- 7 Attach a copy of the learning institution's description of the course(s) and explanation of the tuition and related fees.
- 8 Any additional information which is pertinent and necessary for your request for educational assistance should be included in the "Comments" section below.
- 9 The completed form must be approved and authorized by your immediate supervisor and Department Head and include all required attachments in order for your request to be considered.
- 10 The approved form should be forwarded to the Administrator - Continuing Educational Assistance, Conrail, 1717 Arch Street, 49th Floor, Philadelphia, PA 19103.
- 11 Within 30 days of successful completion of the course, forward a copy of your grades and receipts for tuition and books to the Administrator - Continuing Educational Assistance.
- 12 Upon favorable review of your request, the monies will be reimbursed to you in your paycheck.

**Comments:**

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