

Cook Tuition Assistance

No matter where you are in your career at Cook, we want to partner with you to support your career and education pathway. If you want to update your skills to do your current job better or if you have your eye on another role that requires a specific degree, we want to help make that happen.

Cook Tuition Assistance helps remove one of the biggest barriers to education: cost. Below is an overview of the program. Talk to your local Cook Human Resources team to learn about other education support available and to complete the Tuition Assistance Request form.

What classes qualify for tuition assistance?

Qualifying classes are:

- From an accredited institution.
- Relate to your work at Cook or to another role at Cook that interests you.

Preparatory classes for admissions tests, such as GMAT or GRE, also qualify.

What do I need to do to apply?

Here are the basic steps in the process. We can help you along the way:

- Complete and submit your Tuition Assistance Request form and information to Cook Human Resources (HR) at least two weeks before your class begins.
- If you are pursuing a degree, you need to write a brief plan outlining the relationship to your work or to another role at Cook that interests you, the projected costs, and the estimated completion date. Submit this to your Cook HR department along with the Tuition Assistance Request form.
- Prior to the start of the class, HR will notify you in writing of their decision to approve or deny your application. HR has complete discretion to interpret and administer the program.
- Within 15 days after you finish your class, you must submit a copy of the official grade report to your local HR representative.

What is not eligible for tuition assistance?

These types of classes are not eligible:

- Classes involving sports, games, or hobbies unless they are required as part of a degree.
- Classes that you audit or for which you do not receive academic credit.

Also, expenses other than tuition, fees, and required books are not eligible. So you will be responsible for the cost of supplies, parking, meals, lodging, transportation, etc.

How is tuition assistance calculated?

All employees are eligible for up to \$5,250 per calendar year. The tuition amount is deducted from the total on the start date of each course.

You must earn a grade of "C" or above in each class to receive tuition assistance from Cook. If you earn a "D" or "F" in a course, Cook will not pay for it, and you will be responsible for paying the tuition.

Classes that are graded on a pass/fail basis are eligible for 100% tuition assistance if you receive a "pass" grade.

