

Section 6



Discretionary Benefits

6.1 Education Tuition Benefit Program

General Program Information / Participation Guidelines

Eligible employees may participate in the Education Tuition Benefit Program (ETBP). The Education Tuition Benefit Program allows eligible employees to receive tuition discounts or waivers for courses offered by Ashford University and University of the Rockies.

Employees are encouraged to register and attend classes only after careful consideration of the time and other commitments involved in a formal higher education program.

Please note that no exceptions will be made to the Education Tuition Benefit Program policy.

Ashford University Only

The ETBP is only available as a primary payment option, and may not be paired with any other payment option other than Cash.

Any eligible employee wishing to enroll in a Bachelor's or Master's program through Ashford University utilizing the Employee Tuition Benefit Program must agree not to receive funding from the federal student financial aid programs (such as, Pell Grant and Direct Loans): this is a condition of participation in the ETBP.

Employees who are currently receiving federal student financial aid will not be eligible to start utilizing the ETBP until the end of their current payment period. Any future federal student financial aid disbursements will have to be canceled upon acceptance of the ETBP.

University of the Rockies Master's Program Only

The ETBP is only available as a primary payment option, and may not be paired with any other payment option other than Cash.

Any eligible employee wishing to enroll in a Master's program through the University of the Rockies utilizing the Employee Tuition Benefit Program must agree not to receive funding from the federal student financial aid programs (such as, Pell Grant and Direct Loans): this is a condition of participation in the ETBP.

Employees who are currently receiving federal student financial aid will no longer be eligible to utilize the ETBP until the end of their current financial aid payment period. Any future federal student financial aid disbursements will have to be canceled upon acceptance of the ETBP.

The choice to participate in the ETBP is completely optional and any eligible federal student financial aid is always available to employees who choose that payment option in lieu of participation in the ETBP. Employees will become ineligible for the ETBP if they choose to receive funds from any federal student financial aid program for the same enrollment period.

EMPLOYEE HANDBOOK

University of the Rockies Doctoral Programs

Any eligible employee wishing to enroll in a Doctoral program through the University of the Rockies is encouraged to utilize cash as their secondary payment option. The University of the Rockies offers secondary payment options to help cover the portion of the tuition not covered until the Employee Tuition Benefit Program. If a Doctoral student/employee chooses to receive funding from the federal student financial aid programs, to remain eligible for the Employee Tuition Benefit Program, the employee must agree to limit the amount of financial aid received to the institutional costs remaining after the benefits of the ETBP are applied. If a Doctoral student chooses to receive funding for an amount greater than his/her remaining institutional costs, he/she will be ineligible for the ETBP.

Expectations

Participation in the Education Tuition Benefit Program is a privilege of employment. Employees must demonstrate behavior consistent with the Company's professional reputation both in and out of the classroom. Employees are expected to conduct themselves in a professional and ethical manner and adhere to the Student Code of Conduct at all times during their enrollment in a course or program. Please fully review the Student Code of Conduct contained in the appropriate University Catalog. Employees should also act in accordance with our Employee Code of Conduct (Section 4.1). Please fully review the policies for this benefit prior to enrolling.

Employees may not complete their school work during working time and courses may not interfere with job performance. Employees may not use or attempt to use his/her employment status with the Company to seek special benefits for concessions from an instructor or from other students.

Employees are prohibited from utilizing their employment status to gain inappropriate access to other student's course information or other education records. Employees may not create or access their own education records or the educational records of spouses or dependents. For purposes of this policy the term "records" includes student records, administrative systems and all paperwork and electronic data associated with educational records. Employees who update their own educational record or the record of a dependent are subject to removal from the ETBP and disciplinary action, up to and including termination.

Employment Eligibility / Dependent Eligibility

1. A full time (30 or more hours per week) employee in good standing is eligible for the Education Tuition Benefit Program after successful completion of the first six (6) months of employment.

Participation may begin the first day of the month following six (6) months after the employee's hire date. Part-time and temporary employees are not eligible to participate in the Education Tuition Benefit Program.

2. Classes taken in the Masters and Doctorate programs must be relevant to the employee's job. Employee's manager in conjunction with Benefits will review to determine the relevancy of the program to the employee's job.

3. An Employee on University academic sanction including academic or scholastic disqualification, suspension, dismissal or expulsion is ineligible for future participation in the Education Tuition Benefit Program.

4. An employee (or dependent of employee) is not eligible to receive the Education Tuition Benefit Program benefit if:

- the employee is no longer in good standing or meeting expectations in their current position.
- the employee is on a leave of absence of ninety (90) days or longer.
- the employee or the employee dependent has withdrawn from, completed unsatisfactorily or failed a course on two (2) occasions.
- the employee has not successfully completed the first six (6) months of employment.
- the employee (or dependent of employee) has an outstanding balance of any kind with Bridgepoint Education, UOR or AU.
- the employee chooses to receive funds from any federal student financial aid program for the same enrollment period (*Ashford University Programs and University of the Rockies Master's Programs Only*).
- the employee chooses to receive funds from any student financial aid program beyond the institutional costs of his/her program (*University of the Rockies Doctoral Program Only*).

5. For purposes of this policy, dependents who are eligible to receive the benefit on a tax free basis are defined by the federal government as a dependent child or spouse of any employee.

Dependents who are eligible to receive the benefit on a post tax basis are defined by the federal government as the child of a registered domestic partner or domestic partner of an employee.

Employees must submit evidence of dependent/spouse relationship such as a marriage certificate, proof of domestic partnership, birth certificate or adoption documents along with Education Tuition Benefit Program form. (The form is located on InSite under the HR Tab, Employee Tuition Request Form.)

It is the employee's responsibility to assure that his or her dependent understands and agrees to comply with the Student Code of Conduct in the applicable college catalog. The employee will be accountable for ensuring payment of tuition and appropriate conduct (as described in this policy).

Procedure

In order to participate in the Education Tuition Benefit Program, employees must obtain supervisor approval prior to applying for the benefit. The proper procedure includes:

1. Complete the Education Tuition Request Form located on InSite (search for Tuition Request using the search bar in the top right corner).
2. The form will be submitted to your supervisor/manager for approval.

EMPLOYEE HANDBOOK

3. Complete the Employee Tuition Program tutorial/assessment (located in DevelopU, search for Employee Tuition using the search bar in the top right hand corner)). This assessment must be completed by the employee on behalf of his/her dependent if the employee's dependent is applying for the benefit. HR will approve the request form once all modules are completed.

4. For an employee applying for the Education Tuition Benefit Program through Ashford University: once all approvals have been obtained, employee will complete the Ashford University Online Application (OAP) using the affiliation code "ETP." The employee must provide a valid credit card at this time that will be charged in the event the employee has an outstanding balance for more than thirty (30) days. The employee will then send an email to Employee.Applications@Ashford.edu with the subject line: Employee Application – Employee's Name. The email must have a signed copy of the Transcript Request Page (TRP) and Education Tuition Benefit Program (ETP) Disclosure and Waiver form attached with the employee's email address, phone number and date the OAP application was completed. The Enrollment Service Operations Coordinator will create a Talisma profile for the employee and send the file to Matriculation for enrollment.

For an eligible employee dependent applying for the Education Tuition Benefit Program through Ashford University: once all approvals have been obtained, dependent will complete the Ashford University Online Application (OAP) using the affiliation code "BPE." He/She will need the affiliation code and employee finance option.

5. For employees applying for the University of the Rockies: Once all approvals have been obtained, the employee will be able to complete the Admissions Application using the affiliation code "BPE." He/She will need the affiliation code and employee finance option. The employee must also provide a valid credit card at this time that will be charged in the event the employee has an outstanding balance for more than thirty (30) days. The employee will then email a copy of their Transcript Request Page (TRP) along with a copy of their unofficial transcripts to employee.applications@rockies.edu where he/she will be added to the UoR Employee Waitlist. Once the employee has been approved to start class he/she will receive notification of his/her start date along with login credentials.

Waivers and Discounts - Courses Taken By Eligible Employee

1. The employee Education Tuition Benefit Program is a one hundred percent (100%) tuition waiver for all courses within the Degree Programs (undergraduate and Masters) at Ashford University or the Masters programs at University of the Rockies.
2. The employee Education Tuition Benefit Program is a seventy-five percent (75%) tuition discount for courses within the Doctorate Programs at University of the Rockies.
3. The employee is responsible for paying the full cost of books, course materials, and the graduation fee within thirty (30) days of receipt of invoice. As a condition to participating in the ETBP for an Ashford program or a University of the Rockies Master's Program, the employee is agreeing not to seek federal financial aid, even for these out of pocket expenses. Also, the employee in

an Ashford University program or the University of the Rockies Master's program participating in ETBP is not eligible for any promotional offers, discounts, scholarships or Institutional Loans as long as he/she is receiving the tuition waiver through the Education Tuition Benefit Program. Employees in the UOR Doctoral Program are eligible for institutional loans from UOR. If the doctoral student employees chooses to seek financial aid instead of an institutional loan, he/she must agree not to seek financial aid beyond the institutional costs of attendance not covered by the ETBP.

4. Under no circumstance will the tuition waiver be applied to any course in which employee withdraws from class (OW, W, WF, or WU), fails a class (F), or completes class unsatisfactorily (U).

5. Any employee who incurs a debt to Bridgepoint Education, Inc. or a subsidiary is responsible for the immediate payment of the obligation. All outstanding balances beyond thirty (30) days will be automatically charged to the credit card on file on the thirty-first (31st) day.

Discounts – Courses Taken by Eligible Dependents

1. The eligible dependent child or spouse of an employee may receive an eighty percent (80%) tuition discount for all courses within the undergraduate program on a tax free basis at Ashford University.
2. The dependent child of a registered domestic partner and registered domestic partner of an employee may receive an eighty percent (80%) tuition discount for all courses within the undergraduate program at Ashford University on a post tax basis. The employee will be taxed on behalf of his/her dependent via payroll on a per class basis.
3. All eligible employee dependents may receive an eighty percent (80%) tuition discount for all courses within the Master's program at Ashford University or the University of the Rockies on a post tax basis. The employee will be taxed on behalf of his/her dependent via payroll on a per class basis.
4. All eligible employee dependents may receive a twenty-five percent (25%) employee tuition discount for courses within the doctorate programs at University of the Rockies on a post tax basis. The employee will be taxed on behalf of his/her dependent via payroll on a per class basis.
5. The employee's dependent (or employee on behalf of their Dependent) is responsible for paying the full cost of books, course materials, and the technology fee. Dependents are not eligible to utilize Institutional Loans. The employee dependents are not eligible for any promotional offers, scholarships, grants or discounts.
6. Under no circumstance will the tuition waiver be applied to any course from which dependent withdraws from class (OW, W, WF, or WU), fails a class (F), or completes the class unsatisfactorily (U).

EMPLOYEE HANDBOOK

Continued Approval

Continued approval for the Employee Tuition Benefit Program may be denied if:

1. The employee is not performing on the job at a satisfactory level.
2. A student withdraws from a course or has received a grade of “F,” “OW,” “W,” “WF,” “WU,” or “U.”
3. The employee or employee’s dependent(s) has repeatedly failed to pay tuition or any outstanding balance in a timely manner.
4. The employee or employee’s dependent has behaved in an unprofessional or inappropriate manner during a course or in connection with a course.
5. The employee, or the employee’s dependent, has violated this policy.
6. The employee chooses to receive funds from any federal student financial aid program for the same enrollment period (*Ashford University and University of the Rockies Master’s Program Only*).
7. The employee in the Doctoral program at University of the Rockies chooses to receive federal student financial aid in an amount greater than his/her institutional costs (balance after Education Tuition Benefit Program is applied).

If any of the above situations occur, the employee/dependent will not be eligible for the Education Tuition Benefit Program. If an employee or dependent falls into a drop/withdrawal status for more than fourteen (14) days; he/she will be required to reapply for the benefit.

Bridgepoint Education and its subsidiaries reserve the right to discontinue an employee’s eligibility to participate in the Education Tuition Benefit Program at any time for any reason. If an employee is removed from the program, he/she would be allowed to complete the class in which he/she is currently enrolled or are scheduled to begin within ten (10) business days of the “event”. Once that course is complete, the employee will be removed from the program and must reapply in order to receive the waiver on future courses.

Other General Rules

1. Financial accounts found to be delinquent or outstanding for thirty (30) days or more may result in one or more of the following:
 - the employee or dependent student may not obtain official student transcripts.
 - the employee or dependent is ineligible to participate in the Education Tuition Benefit Program.
 - information regarding the debt will be reported to a collection agency.
 - discipline up to and including termination.
2. Any employee or dependent participating in the Education Tuition Benefit Program who incurs a debt to Bridgepoint Education or a subsidiary is responsible for the immediate

(within thirty (30) days of grade disbursement) payment of the obligation.

This includes any amount owed to Bridgepoint Education, or a subsidiary by the employee or dependent as a result of withdrawal (OW, W, WF, or WU) from a class, failing (F) a class, or receiving an unsatisfactory (U) grade in the course. The employee and/or dependent will not be eligible to participate in the Education Tuition Benefit Program until such time as the debt is paid in full to the company.

3. Concurrent Enrollment: If an employee seeks a tuition waiver or discount for more than one class at a time or classes that overlap for more than one week (regardless of whether the employee or dependent will be taking the class), the employee must obtain written approval from his/her department’s Vice President and submit a new Education Tuition Request Form. Such approval will be granted only in limited cases.

Employees generally may NOT receive a tuition waiver or discount for more than one class at a time.

Employee Notice and Disclosure Obligations

Employees are responsible for:

- Notifying his/her supervisor at the time of withdrawal from a course or degree program. Withdrawal must be due to a definable and extenuating circumstance.
- Disclosing the Education Tuition Benefit Program on the appropriate institutional form for employees and/or dependents choosing to apply for federal financial aid. (only Doctoral students at the University of the Rockies). Failure to do so may result in the disqualification of both the employee and/or his/her dependent from the Education Tuition Benefit Program, and may include disciplinary action up to and including termination of employment.
- Employees and their dependents cannot utilize any other discounts, promotional campaigns, or scholarships offered by Bridgepoint Education or its subsidiaries when participating in the Education Tuition Benefit Program.

Bridgepoint Education may, in its sole and absolute discretion, modify, rescind or delete this policy at any time for any reason.

NOTE: All questions pertaining to course fees and billing should be directed to the Corporate Finance department. Questions regarding the participation in the Education Tuition Benefit program should be directed to Human Resources.

Faculty Education Tuition Benefit Program

General Program Information /Participation Guidelines

Eligible faculty members may participate in the Faculty Education Tuition Benefit Program if they meet the eligibility requirements below. The Faculty Education Tuition Benefit Program for eligible faculty members provides tuition discounts for doctoral-

EMPLOYEE HANDBOOK

level courses and applies only to such courses offered by University of the Rockies.

Eligible faculty members are encouraged to register and attend classes only after careful consideration of the time and other commitments involved in a doctoral-level program.

Please note that no exceptions will be made to the Faculty Education Tuition Benefit Program policies.

Discounts—Courses Taken By Eligible Faculty Members

1. The Faculty Education Tuition Benefit Program for faculty members provides a thirty-five percent (35%) tuition benefit discount for all doctoral-level courses within degree programs offered at University of the Rockies.
2. The faculty member is responsible for paying the balance of the tuition cost, the full cost of books, course materials, and the graduation fee within thirty (30) days of receipt of invoice. The faculty member is not eligible for any promotional offers, discounts, or scholarships as long as she or he is receiving the tuition benefit discount. Institutional loans are available. The faculty member agrees not to seek federal student financial aid for an amount greater than the remaining institutional costs of attendance after the ETB is applied.
3. Under no circumstance will the tuition discount be applied to any course in which the faculty member withdraws from class (OW, W, WF, or WU), fails a class (F), or completes a class unsatisfactorily (U).

Expectations

Participation in the Faculty Education Tuition Benefit Program is a privilege of employment. An eligible faculty member must demonstrate behavior consistent with the University's professional reputation both in and out of the classroom. The eligible faculty member is expected to conduct her/himself in a professional and ethical manner and to adhere to the Student Code of Conduct at all times during her/his enrollment in a doctoral-level course or program. Please fully review the Student Code of Conduct contained in the *University of the Rockies Academic Catalog*. The eligible faculty member must also act in accordance with the Employee Code of Conduct (Section 4.1) of the *Bridgepoint Employee Handbook* as well as the *Ashford University Online Faculty Handbook* and/or the *Ashford University Clinton Campus Faculty Handbook*, or the *University of the Rockies Faculty Handbook* including but not limited to the Faculty Expectations and Responsibilities section. Please fully review these policies prior to enrolling.

An eligible faculty member may not use or attempt to use her/his status as a faculty member with Ashford University or University of the Rockies to seek special benefits or concessions from an instructor or other students.

Eligibility

Faculty members in good standing at Ashford University or University of the Rockies must be on active status (teach a minimum of one course per year) to participate in the Faculty Education Tuition Benefit Program. They are eligible for the

benefit after successfully teaching at least nine (9) courses at Ashford University, University of the Rockies, or a combination of classes taught between the two universities. Participation may begin the first day of the month following the successful completion of at least nine (9) courses.

A faculty member who chooses to receive funds from any federal student financial aid program beyond the institutional costs of his/her attendance in the University of the Rockies doctoral program is not eligible for the ETBP.

The faculty member that chooses to apply for federal student financial aid must disclose the ETBP on the appropriate institutional form for federal student financial aid.

A faculty member on University academic sanction, including academic or scholastic disqualification, suspension, dismissal, or expulsion is ineligible to participate in the Faculty Education Tuition Benefit Program.

Additionally, a faculty member is **not eligible** to receive a faculty education tuition benefit if she or he:

- Is no longer in good standing or meeting expectations in her/his faculty member position;
- Is no longer teaching for Ashford University or University of the Rockies;
- Has withdrawn from, completed unsatisfactorily or failed a course on two (2) occasions during the doctoral program in which she/he is enrolled; or has an outstanding balance with University of the Rockies, of any kind.
- Seeks federal student financial aid for an amount greater than the remaining institutional costs of attendance after application of the ETBP discount.

Benefit Application Procedure

To participate in the Faculty Education Tuition Benefit Program, the faculty member **must obtain written approval** from her/his Dean prior to applying for the benefit.

The procedure to follow when seeking to use the tuition benefit includes the following:

1. Complete the Education Tuition Request form located in the Faculty Resource Center.
2. Submit the Education Tuition Request form to the Dean for approval.
3. Review the Faculty Education Tuition Program Resource Document (located in the Faculty Resource Center).
4. Submit the completed Education Tuition Request form to the Benefits Department for final approval, as outlined in the Tuition Benefit Resource Document.

Continued Approval

Continued approval for the Faculty Education Tuition Benefit Program may be denied if:

1. The faculty member is not performing her/his teaching duties at a satisfactory level, as determined by Ashford University or University of the Rockies.
2. Ashford University or University of the Rockies has determined that a faculty member will no longer be

offered courses to teach. In this case, she/he may be allowed to complete the class she/he is currently enrolled in or scheduled to begin within ten (10) business days of the end of the teaching assignments for Ashford University or University of the Rockies. Once that course is complete, the faculty member will be removed from the Faculty Education Tuition Benefit Program.

3. The faculty member (as a student) withdraws from a course or has received a grade of “F,” “OW,” “W,” “WF,” “WU,” or “U.”
4. The faculty member repeatedly fails to pay tuition or any outstanding balance in a timely manner.
5. The faculty member behaves in an unprofessional or inappropriate manner during a course or in connection with a course.
6. The faculty member fails to adhere to institutional policies including those policies outlined in the *Ashford University Online Faculty Handbook* or the *Ashford University Clinton Campus Faculty Handbook* or the *University of the Rockies Faculty Handbook* and/or the *Bridgepoint Education Employee Handbook*. The faculty members accept federal student financial aid for an amount greater than the institutional costs remaining after application of the ETBP benefits.

If any of the above situations occur, the faculty member will not be able to continue receiving existing faculty education tuition benefits nor will she/he be eligible for future faculty education tuition benefits.

If a faculty member becomes ineligible for the education tuition benefits because she/he has voluntarily requested to be removed from active teaching status at Ashford University or University of the Rockies she/he may reapply for the benefit once she/he reestablishes eligibility by teaching at least one course.

If a faculty member is enrolled in a degree program for which she/he is receiving a discount under the Faculty Education Tuition Benefit Program and is inactive in that program for more than twenty-nine (29) days and falls into a drop/withdraw status, she/he will be required to reapply for the benefit.

Bridgepoint Education and its subsidiaries also reserve the right to discontinue a faculty member’s eligibility to participate in the Faculty Education Tuition Benefit Program at any time for any reason.

Other Requirements

1. A delinquency or an outstanding balance of thirty (30) days or more in a faculty member’s student financial account(s) with University of the Rockies may result in one or more of the following:
 - The faculty member may not obtain official student transcripts.
 - The faculty member will be ineligible to continue to participate in the Faculty Education Tuition Benefit Program.
 - Information regarding the delinquency or debt may be reported to a collection agency.

2. For continued eligibility for the Faculty Education Tuition Benefit Program, any faculty member who incurs a debt to Bridgepoint Education, Inc. or to one of its subsidiaries, for any purpose, must make immediate payment of the obligation. On the thirty-first (31st) day past the due date of the obligation, all outstanding balances will automatically be charged to the faculty member’s credit card on file.

This requirement includes any amount owed to Bridgepoint Education, Ashford University, or University of the Rockies by the faculty member as a result of withdrawal (OW, W, WF, or WU) from a class, failing (F) a class, or receiving an unsatisfactory (U) grade in a University of the Rockies course. The faculty member will not be eligible to participate in the Faculty Education Tuition Benefit Program until such time as the debt is paid in full to the institution.

3. If the faculty member seeks a tuition discount for more than one class at a time or classes that overlap for more than one week, the faculty member must obtain written approval from her/his Dean and submit a new Education Tuition Request form. Such approval will be granted only in limited cases. Faculty members generally may NOT receive a tuition discount for more than one class at a time.

Faculty Member Notice and Disclosure Obligations

1. A faculty member is responsible for notifying her/his Dean at the time of withdrawal from a course or degree program for which a faculty education tuition benefit has been obtained. Withdrawal must be due to a definable and extenuating circumstance.
2. If a faculty member chooses to apply for federal financial aid, the faculty member is responsible for disclosing the faculty education tuition benefit on the appropriate institutional form for federal financial aid. Failure to make said disclosure may result in the disqualification of the faculty member from the Faculty Education Tuition Benefit Program and/or result in the faculty member being ineligible for any teaching assignments with Ashford University and/or University of the Rockies.
3. Faculty members may not utilize any other discounts, promotional campaigns, scholarships, or institutional loan programs offered by Bridgepoint Education or its subsidiaries when participating in the Faculty Education Tuition Benefit Program.

Bridgepoint Education, Ashford University, or University of the Rockies may, in its sole and absolute discretion, modify, rescind, or delete this benefit program at any time for any reason.

NOTE: All questions pertaining to course fees and billing should be directed to the Finance Department at (866) 475-0317 Ext. 20066. All questions regarding participation in the Faculty Education Tuition Benefit Program should be

EMPLOYEE HANDBOOK

directed to the Benefits Department in Human Resources at benefit@bpiedu.com.

6.2 External Tuition Reimbursement Program

Education Provided by Non-Bridgepoint Education, Inc., Institutions:

1. The employer may reimburse an employee for tuition costs of a class or program at a Non-Bridgepoint Inc., educational institution, if employee satisfies all of the following criteria:

- The employee meets the eligibility requirements of the education tuition benefit program participation guidelines, and
- The employee has completed six (6) months of continuous employment, and
- The course work is not being offered by any of Bridgepoint Education's subsidiary institutions, and
- The program is relevant to and will improve the employee's current job/professional responsibilities, and
- The employee's participation in the Non-Bridgepoint Education, Inc., class/program is approved by the CEO of Bridgepoint Education, Inc. or the appropriate University President, and
- The employee receives a grade of C or better in a class.

2. To request approval to participate in such a class or program, the employee must complete the External Institution Program Request Form, available in the Document Library on InSite (under HR tab). The Form should then be directed to the employee's immediate supervisor/manager for approval followed by the department/campus director, and finally the University President for Ashford University and University of the Rockies employees or CEO of Bridgepoint Education, Inc. for Bridgepoint Education employees.

3. All approvals must be obtained prior to the employee's participation in the class or program.

4. To receive tuition reimbursement, the employee must submit External Tuition Program Reimbursement Form located in InSite (search for External Tuition using the search bar in the top right corner on InSite) along with the necessary documents to HR and will be reimbursed through the normal payroll process. As supporting documentation to the reimbursement request form, the employee must submit a copy of his/her grades or certificate of completion, along with proof of payment for the course. Reimbursement will be on a course by course basis, following receipt of grades.

5. The employee's supervisor/manager must approve the External Tuition Program Reimbursement Form before it can be processed. Approval indicates that only authorized expenses are being approved, that all documenting requirements have been met, and that the report is in full compliance with established Company policy. The supervisor/manager, as well as the employee, assumes responsibility for compliance with all Company policies.

6. Reimbursement is limited to five thousand two hundred fifty dollars (\$5,250) per calendar year and covers tuition only. Books and all other fees and expenses are the employee's responsibility.

7. The opportunity to obtain education from Non-Bridgepoint Education institutions through participation in the External Tuition Reimbursement Program, is offered to employees to benefit their educational advancement and return this benefit to the Company.

Employees who are reimbursed for education expenses through the External Tuition Reimbursement Program are expected to remain at Bridgepoint Education, Inc. following the completion of his or her course work according to the following schedule:

Certificate and Bachelor Degree Programs.....	One (1) Year
Master's Degree Programs.....	Two (2) Year
Doctoral Degree Programs.....	Three (3) Years