



## **Employee Higher Education Policy**

### **Policy:**

- Enhancement of relevant skill that will improve the efficiency of the individual and reflect in the performance of the organization / Vertical/Department..

### **Eligibility:**

- All confirmed Employee with minimum 2 Years of tenure will be eligible to apply, Course should be relevant to the role they perform or the role they may assume in the near future.

### **Process to apply:**

- Employees applying for the Sponsorship will raise a request for the same with the following details:
  - Complete details of the Course
  - Relevance of the course/ Reason for choosing the course
  - Benefits to the organization
  - Letter of Communication/Agreement should be given, stating that he/she will serve the company at least for 3Years, after the course completion.
  - Information should be given to HR, Vertical Head for the approval.
  - The approved copy should be given to the HR

### **Reimbursement:**

- On enrolment the employee can claim 50% of the following:
  - Tuition Fee
  - Exam fee
  - Admission Fee
- Employees need to produce documentary evidence of payment within 7 days of clearing the amount.
- Balance 50% will be reimbursed on successful completion of the course and obtaining the certificate.

### **Resignation:**

- In case of resignation of the employees during the course, amount paid by the company will be collected back from the employee.
- In case the employee resigns after the course completion:
  - If the Employee resigns **before completing 1 year 6 months** of service – Total amount paid by the Company will be collected.
  - If the Employee has completed 1 year 6 months of service but, **not completed 3 Years** of Service – 50% of the total amount paid will be collected back, during Full & Final Settlement.