

Student Loan Assistance Policy

Statement of Policy:

Hankin Group supports the financial well-being of Hankin employees by aiding with their student loan debt on principal and interest on an employee's qualified education loans.

Eligibility:

This policy applies to full-time employees who have successfully completed a degree program (e.g., Associate's, Bachelor's, Master's, Doctorate) with a minimum of one year (1) year of service and are in good standing with the company. This policy applies to current and future student loans.

Eligible Loans:

- Federal student loans.
- Private student loans.
- Loans taken out for the employee's education (not for dependents or spouses).

Student Loan Assistance Amount:

Hankin Group agrees to reimburse or remit payment for student loan assistance in advance to eligible employees up to per calendar year:

Years of Service	Loan assistance per calendar year
1 - 2 years of service	\$2,500
2 - 3 years of service	\$4,000
> 3 years of service	\$5,250

Minus any education expense reimbursement received per calendar year. Lifetime maximum of \$20,000.

If the employee resigns or is terminated within twelve (12) months after reimbursement is received, the employee must agree to repay Hankin Group in full.

Employees are required to sign individual agreements to receive reimbursement under this policy.

Tax consequences (if any) because of company reimbursement under this plan are the sole responsibility of the employee.

Hankin Group will provide student loan assistance reimbursement or remit payment in advance when the employee completes student loan assistance application with required documentation.

Requests must be received by **December 1st** for current calendar year student loan assistance.

Applications must be approved by the Department Manager/Director, COO and Human Resources.

Student Loan Assistance Request Form

Hankin Group supports the financial well-being of Hankin employees by aiding with their student loan debt on principal and interest on an employee's qualified education loans.

Employee Name:	Date of Request:
Manager Name:	Loan Type:
Loan amount requested for payment:	Original loan amount and outstanding balance:
Institution: (College name, undergrad or graduate)	Date of degree and area of study:
Loan Servicer name and mailing address:	Loan Account Number:

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Requesting reimbursement

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Requesting remittance in advance

Employee's Signature	Date
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Approvals

Manager	Date
COO	Date
Human Resources	Date

For reimbursement requests attach loan documents, proof of degree and receipt(s) of payment.

For remittance in advance requests, attach loan documents, proof of degree and invoice(s).
Follow up with proof of payment within 30 days to HR.

Attached signed individual agreement (obtain from HR).