DTE
Education Tuition Assistance Program (ETAP)

DTE believes that supporting employees in their professional development by providing financial assistance in support of voluntary academic studies will benefit our employees, our community and our company. To be successful, DTE requires a resilient workforce with superior skills and a diverse knowledge base that is capable of meeting current and future operational needs in the ever-changing competitive world.

The employee focused DTE Education Tuition Assistance Program (ETAP) is a voluntary education opportunity that provides financial assistance to employees in order to develop knowledge and skills to grow DTE’s talent for the future.

1. General Program Guidelines

A. Eligibility

Active, represented and non-represented full-time employees of DTE are eligible to participate in this program. Full-time employees are eligible for an annual maximum reimbursement of $5,250 for Undergraduate degrees, Certificate programs and individual coursework and $7,500 for Graduate degrees.

Regular Part-time active represented and non-represented employees are also eligible however the annual maximum reimbursement is $2,625 for Undergraduate degrees, Certificate programs and individual coursework, and $3,750 for Graduate degrees.

Employees may begin participation in the program, after their date of active employment, by submitting a request for program approval through the tuition reimbursement system. Reimbursement is dependent upon employees following the process described in this policy. Employees are not eligible for reimbursement for any courses started or completed prior to their active employment date in an eligible position.

Employees on extended non-productive leave of absence, employee dependents, interns, co-op students, temporary employees and contract employees are not eligible to participate in the ETAP.

Participation is voluntary and course(s) must be taken during the employee's own time, outside of regularly scheduled working hours.

The employee must receive academic credit for course(s) taken. Audited courses, as well as, courses earning Continuing Education Units (CEU’s) or other forms of credit will not be eligible for reimbursement.

B. Degree Programs Covered

The ETAP will apply to only one degree at each level, from an Associates up to and including a Master's, in an approved area of study from an accredited institution. The ETAP will not cover Ph.D., M.D., or J.D. level coursework or degrees.

Employees may have the option of taking individual courses outside of a formal degree program. However, to qualify for education assistance, employees must comply with step 1 through 3 of the application process as described in the Application Process below.
The school chosen must be a degree granting institution that has been accredited by one of the following six regional accrediting bodies:

- Higher Learning Commission
- Middle States Commission on Higher Education
- New England Commission of Higher Education
- Northwest Commission on Colleges & Universities
- Southern Association of Colleges & Schools - Commission on Colleges
- Western Association of Schools & Colleges

This accreditation is required as it ensures a minimum level of academic rigor and the highest potential for transferability and acceptance by other regionally accredited institutions.

Additionally, a degree program for a Master’s in Business (MBA) must carry a specialized, professional, or programmatic institution accreditation as a Business Program Institution accredited by the Association to Advance Collegiate Schools of Business (AACSB).

C. Approved Areas of Study

To be approved, areas of study must have goals or learning outcomes that are related to and aligned with DTE’s current or future operational needs. DTE has the sole discretion to determine which programs align with their operational needs. The program of study selected by an individual employee does not need to align specifically with the employee’s current department or role and may represent a change in career direction within DTE operations.

There is no limit on the number of approved courses that can be taken per term. However, employees are responsible for determining the amount of time they can reasonably devote to their educational development and continue to fulfill their job-related responsibilities.

The ETAP will not cover the following areas of study*:

- Professional or Technical Certificate Programs that do not grant college credit or letter grades
- Law
- Medicine
- Counseling
- Psychology/Sociology
- Education
- Allied Health
- Interdisciplinary Studies
- Culinary Arts

*This list is not intended to be an exhaustive list of all programs that are not covered. At the time of program approval request, the requested area of study is evaluated for alignment to DTE’s current or future operational needs.
D. Covered Expenses

<table>
<thead>
<tr>
<th>Education tuition assistance is available for approved programs, courses and covered expenses up to the annual maximum</th>
<th>Full-time Employee Annual Max</th>
<th>Part-time Employee Annual Max</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate Degrees</td>
<td>$5250</td>
<td>$2625</td>
</tr>
<tr>
<td>Certification Programs</td>
<td>$5250</td>
<td>$2625</td>
</tr>
<tr>
<td>Individual Courses</td>
<td>$5250</td>
<td>$2625</td>
</tr>
<tr>
<td>Graduate Degrees</td>
<td>$7500</td>
<td>$3750</td>
</tr>
</tbody>
</table>

These are the maximum amounts available per DTE pay period calendar year. Any ETAP reimbursement paid after the last pay period in any year will be applied to the annual limit of the following year.

In addition to covering tuition, the ETAP may cover the following expenses:

- Application fee
- Registration fees
- Technology fees
- Student Activity fees
- Student Service fees
- Deferred Payment fees
- Fees to test out of courses (CLEP and prior learning)
- Lab fees (e.g., IT fee), course fees
- Graduation fees
- One-time admission test fees such as GRE and GMAT

In no case may the total expense (i.e., the cost of tuition and other covered expenses) exceed the annual program limits noted above.

Expenses that are **not covered** under the ETAP include, but are not limited to, the following:

- Late fees assessed for any reason
- Convenience fees
- Course change/drop fees
- Transcript fees and other costs not expressly covered by this program
- Courses that grant Continuing Education Units (CEU's)
- Textbooks, audiocassettes and Internet costs
- Tools or supplies
- Software, computers, calculators and tape recorders
- Non-credit course(s), seminar(s) and workshop(s)
- Private lessons or tutoring
- Repeated course(s) that have already been reimbursed
- Test/exam preparation courses
- Audit course(s)
- Transportation, meals and lodging
- Parking fees or tickets
- Optional health, hospital, immunization and insurance fees
- Proctoring fees incurred when an employee misses an exam due to non-work related conflicts.
2. ETAP Application and Reimbursement Processes

A. Application Process

Employees must apply and have their program of study approved for education assistance prior to the course start date. To apply for participation in the ETAP, the following steps listed below must be completed for individual course work, certifications, and degree programs:

Employees are encouraged to meet with their immediate supervisor to discuss their career and educational goals. Leaders are encouraged to discuss the career goals, needed college coursework to pursue those goals, and any practical issues related to balancing school and work. While leaders provide critical guidance, an employee leader’s approval is not needed to complete an application and participate in the ETAP program.

(1) AP Step One:

The employee must complete the Application for a New Program available via the ETAP system (https://dte.edflo.com/). Employees must provide a list of courses they plan to take in their area of study as part of their Education Plan. Students must select their School and Area of Study. The school selected must maintain their accreditation with the above noted accrediting agencies through the duration of their studies to be eligible for reimbursement. The employee must ensure that the Application for a New Program is input in the ETAP system and approved prior to starting any course work.

Note: Employees are expected to take responsibility for their career development and contribute to the business success of DTE by aligning their goals with current and future operational needs.

(2) AP Step Two:

The Program Administrator will review the documentation provided and either an approval or rejection will be granted based on the schools and courses selected.

(3) AP Step Three:

An enrollment confirmation email will be sent to the employee and an FYI email sent to the director. (Director notification is an FYI only; no approval is required by the Director for the employee to participate in the ETAP program.)

Employees must adhere to their Education Plans to be eligible for education assistance. Failure to do so will result in suspension from the program and denial of reimbursement for requested tuition and fees. If at any time, there is a change in the employee’s degree program or chosen school, the employee must complete another Education Plan via the ETAP system in order to remain eligible for ETAP. If an employee is taking courses at (two) schools, they must submit a secondary program of study in the ETAP System.
B. Reimbursement Process (RP)

(1) RP Step One:

Within 60 days of successfully completing each course, including exams, the employee must complete the Grade Report and Receipts Submission form through https://dte.edflo.com/. Requests received after 60 days from course completion will be denied. Only one completed reimbursement request per course is permitted.

All requests must include requested supporting documentation which is uploaded directly into the ETAP system.

The required documentation includes:

1. A detailed receipt from the school reflecting the employee/student name, the school name with logo or URL, the term, the course information, the tuition amount for each course and any allowable fees and their amounts.
2. A detailed grade report receipt from the school reflecting employee/student name, the school name with logo or URL, the term, the course information, and grade for each course.

Note: This detailed documentation is required for IRS and DTE internal audit purposes. Failure to provide this documentation will result in significant delays in processing the request or outright rejection.

(2) RP Step Two:

The Program Administrator will review the documentation submitted and provide either an approval or rejection of the Grade Report and Receipts via the ETAP system.

If there is an issue with the request documentation an email will be sent to the employee indicating the problem and the steps for resolution. Employees have 60 days from the course end date to submit the reimbursement, once submitted, failure to provide a complete set of correct documentation in 15 days from that date will result in an automatic rejection of the request, requiring resubmission by the employee.

(3) RP Step Three:

A Grade Report and Receipts Approval confirmation email will be sent to the employee.

3. Maintaining Eligibility

Pursuing a college degree while balancing work, family and other responsibilities can be very challenging. An employee who participates in the ETAP is responsible for maintaining satisfactory grades and work performance. Grades received will determine the amount of the tuition that will be reimbursed. Following are the schedules for payment according to the program or coursework being pursued.

If at any time there is a change in the employee's degree program or chosen school, the employee must complete another Education Plan via the ETAP system in order to remain eligible for ETAP. Any employee who does not actively participate in any class that is part of an approved education plan for a period of 18 consecutive months has effectively discontinued participation in the ETAP. Employees in this position must follow all the above steps under the Application Process and secure a newly approved education plan prior to being considered for any further education assistance under the ETAP.

The following grades are ineligible for ETAP payment:

- W (withdraw)
- I (incomplete)
- D (drop)
- F (fail), or equivalent
B. Undergraduate Studies

An employee must receive a minimum grade of "C-" or "Pass" to qualify for ETAP reimbursement.

The extent of available ETAP payment is tied to grades achieved as follows:

- A+ through B- = 100% covered
- C+ through C-- = 50% of tuition covered and 100% of fees covered
- P for Pass = 100% covered
- D+ or below = not covered

With Pass or Satisfactory grades, a grading scale or letter documentation should be submitted from the appropriate school representative.

C. Graduate Studies

An employee must receive a minimum grade of "B-" (or "Pass" in a class offered only on pass/fail basis) to qualify for ETAP reimbursement.

The extent of available ETAP payment is tied to grades achieved as follows:

- A+ through B- = 100% covered
- C+ or below = not covered

If a Graduate class is offered only as a Pass/Fail, tuition reimbursement will be 100% for a "Pass" in the course. If a Graduate class offers a choice between a letter grade or Pass/Fail, the Pass/Fail choice will not be covered.

D. Tuition Reimbursement Payment Procedures

Education assistance requested and received through this program must reflect any financial aid an employee receives from another source (e.g. scholarships, grants and Veteran's Administration benefits). Financial aid will be applied toward covered expenses first, with DTE paying the difference, up to program limits. This does not apply to student loans.

Tuition assistance received under the ETAP may be excludable from income or may be subject to taxation and tax withholding. Please consult a tax adviser for further information. Neither the program administrator nor DTE makes any commitment or guarantee that the value of any benefit provided to a participant under this program will be excludable from the participant's gross income for federal or state income tax purposes, or that any other federal or state tax treatment will apply to or be available to any participant. It is the obligation of each participant to determine whether each payment under the program is excludable from income for purposes of personal federal and state income tax. If any payment under this program becomes taxable, any employment tax withholding owed with respect to such payment may be deducted from the employee's other compensation in the same calendar year in which the payment is provided.

4. Employment Service/Repayment Commitment

The ETAP is designed to assist employees in developing professional knowledge and skills that are essential to meeting the current and future operational needs of DTE. Accordingly, if an ETAP participant voluntarily leaves the company soon after participating in the ETAP, the company expects repayment of its investment in the employee's education and professional development.
ETAP participants who voluntarily terminate their employment with DTE within **twenty-four** months after receipt of an education tuition assistance payment are required to repay any education tuition assistance received from DTE during the previous twenty-four months according to the following repayment schedule:

<table>
<thead>
<tr>
<th>If employee voluntarily leaves DTE</th>
<th>Employee must repay this amount of each Education Tuition Assistance Payment received:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within 6 months after of receipt of an education tuition assistance payment</td>
<td>100%</td>
</tr>
<tr>
<td>Between 6 and 12 months after of receipt of an education tuition assistance payment</td>
<td>75%</td>
</tr>
<tr>
<td>Between 12 and 24 months after of receipt of an education tuition assistance payment</td>
<td>50%</td>
</tr>
</tbody>
</table>

An ETAP participant’s obligation to repay education tuition assistance in the event of a voluntary termination of employment within **24 months** after receipt of education tuition assistance creates no contract of employment for any fixed duration with DTE nor does it alter the at-will nature of the employment relationship for non-represented employees.

5. **Degree Completion**

Once the degree is awarded, DTE employees are responsible for updating “Formal Education” in their myDTE Profiles. They can do this by going to myDTE, clicking on “Profile” and scrolling down to “Formal Education”. Their profile can be edited by clicking on the edit “pencil” in order to add new education data and upload proof.

The completion of a degree program does not guarantee job opportunities or pay increases. The intent of the ETAP is to help ensure the success of DTE through the commitment, strength, diversity and vibrancy of its employees.

This program is neither a condition of employment nor a contract between DTE and its employees. DTE reserves the right to amend or terminate any part of the program at any time, with or without notice. DTE retains the exclusive right to administer and interpret its programs.

The benefits provided under the Program will be paid solely from the general assets of the Company. Nothing in this document will be construed to require the Company or the Program Administrator to maintain any fund or segregate any amount for the benefit of any Participant, and no Participant or other person will have any claim against, right to, or security or other interest in, any fund, account or asset of the Company from which any payment under the Program may be made.

To the fullest extent permitted by law, the Program Administrator shall have the full discretion to determine all matters relating to the interpretation and operation of the ETAP, including eligibility and benefits under the ETAP and any determination by the Program Administrator shall be final and binding.