

**TUITION REIMBURSEMENT**

Commvault's Tuition Reimbursement policy has been established to encourage the continued development of employees through educational courses that will supplement job experience and further their competence and productivity in their current jobs.

**Eligibility Requirements:**

- Must be an active, regular employee.
- Must have 6 months of service at the time the course is completed.
- Must earn a grade of "C" or better. If the course is "pass/fail", a "pass" grade must be received.

**Approved Courses\*:**

- Courses offered by an accredited college or university.
- Courses that earn credits towards a degree.
- Courses that are job or business related.

\*Continuing education is **not** covered under the Tuition Reimbursement Program (non-degree credit courses, certifications, etc.).

**Reimbursement Limits:**

- 100% up to \$5,250 per calendar year.
- The limit applies to the year in which the reimbursement is paid, not the year in which the expenses were incurred.

**Allowable Reimbursement Costs:**

- Tuition, books, and lab fees.
- Registration fees, parking, mileage, etc. are not covered.

**Terminating Employees:**

- If an employee resigns or is terminated, the employee will not be eligible for reimbursement.
- If an employee resigns or is terminated within 12 months after receiving reimbursement, the employee must repay the entire amount of the tuition reimbursement to the company within 30 days after the termination date.
- The company reserves the right to withhold the repayment amount from any termination payments due to the employee.

**Reimbursement Process:**

The following procedure must be followed in order to receive tuition reimbursement:

1. Submit a Preapproval Request in Workday for Manager and HR approval. The request must be approved **prior** to starting the course.
2. Once the course is completed, submit a Reimbursement Request in Workday. Proof of payment and final grades must be attached to the request. The reimbursement request must be submitted within 45 days of completing the course in order to be reimbursed.
3. Within 30 days of approval, reimbursement will be included in the employee's paycheck. Reimbursements are non-taxable.

Effective:  
10/01/2017