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## Tuition Assistance

ZOLL supports employees in their pursuit of additional education to expand their work-related skills, abilities, and knowledge. All full-time employees may apply for tuition assistance after one (1) year of employment if they are performing satisfactorily in their current position. Course work must be job-related or a requirement of a job-related degree plan. Tuition assistance will only be granted for courses offered through an accredited institution and cannot be used towards the purchase of books or self-study materials. The course must be attended during hours outside of the employee's work schedule.

To apply for tuition assistance, prior to registering for a class, employees must complete a tuition assistance request form and obtain signatures from both the employee's supervisor and Human Resources. Tuition assistance requests that are submitted without this prior approval may be denied. Tuition assistance will be paid for expenses up to a maximum of \$5,250 per calendar year upon completion of the course work. In the event that the course is Pass/Fail, tuition assistance will only be paid for employees who complete and pass the course. In the event that a grading scale is implemented, tuition assistance will only be paid for employees who complete the course with a grade of a "B" or higher. After completing the course work, employees should submit their grade along with receipts for expenses paid to Human Resources.

The Company has entered into an arrangement with Regis University and CSU Global to offer students a 10% discount on tuition. Employees must take advantage of these discounts in order to qualify for full reimbursement if they attend either of these institutions.