COLORADO COLLEGE

EDUCATION ASSISTANCE PLAN

1. Creation of Written Plan. Effective as of January 1, 2017, Colorado College created this plan document to set forth the terms of Colorado College's education assistance program (the "Plan"). The Plan provides educational benefits under Sections 117 and 127 of the Internal Revenue Code ("Code") to eligible current and retired employees of Colorado College and their dependents.

2. Eligibility. Education benefits under the Plan are available to full-time benefits eligible active employees; to retirees (i.e., former employees with retiree status); and to the spouses/domestic partners and dependents of those individuals, based on an employee's or retiree's years of service as described below. In addition, spouses/domestic partners and dependents of deceased or disabled full-time employees may also be eligible for education benefits as described below. For purposes of the Plan, individuals eligible for Plan benefits are referred to as "Eligible Employees." (Please see Colorado College's Education Assistance Policy for full eligibility details.)

	CC Tuition Remission	**ACM Tuition Exchange**	**Partial Tuition Payment**	**Tuition Assistance Program**
Eligible Active Full-Time Employees:				
Employees	1 yr	N/A	N/A	1 yr
Spouse/Domestic Partner	1 yr	N/A	N/A	N/A
Dependents	5 yrs	5 yrs	5 yrs	N/A
Eligible Retirees:				
Retiree	Yes	N/A	N/A	N/A
Spouse/Domestic Partner	Yes	N/A	N/A	N/A
Dependents	Yes	Yes	Yes	N/A
Dependents of Deceased/Disabled Employees: (service requirement must be met prior to the employee's death/disability)				
Spouse/Domestic Partner	1 yr	N/A	N/A	N/A
Dependents	5 yrs	5 yrs	N/A	N/A

In 2009, the tuition benefits for eligible dependents were modified and employees were required to make an irrevocable decision to remain with the original (now grandfathered) program or move to the new tuition benefit for dependent children. Employees who elected the grandfathered program will have benefits provided based on that program (see Education Assistance Policy for details).

3. Plan benefits. Colorado College will provide education assistance benefits in accordance with its Education Assistance Policy, a copy of which is available on Colorado College's website: www.coloradocollege.edu.

4. Application for benefits. Eligible Employees who wish to receive education assistance benefits under the Plan must complete an application requesting those benefits. The application may be obtained from a Benefits Specialist in the Colorado College Human Resources Office. An Eligible Employee must submit his or her completed application, along with any other documentation required to receive benefits, prior to beginning any course activity. Colorado College will review the Eligible Employee's application and the Eligible Employee's selected courses; approve or deny the application; and then notify the Eligible Employee of its determination. Courses eligible for approval may include courses at Colorado College, local universities, colleges, trade schools, or other educational institutions offering coursework at a post-high school level; undergraduate and graduate level courses; and review courses taken to prepare for licensure, certification, or admission to an educational institution. If an Eligible Employee's application is approved by Colorado College, he or she will become a Plan "Participant."

5. Plan amendment or termination. Colorado College intends to continue the Plan indefinitely, but reserves the right to amend or terminate it at any time without prior notice. Nonetheless, if Colorado College terminates the Plan, Colorado College will provide education assistance benefits, as provided under the terms of the Plan, for the current semester to any Eligible Employee or Participant whose application for benefits was approved at the time the Plan terminates. Colorado College will not provide education assistance benefits for the current semester to any Eligible Employee or Participant whose application for benefits had been submitted but which, as of the Plan's termination, had not yet been approved. If Colorado College terminates the Plan, the college will not provide education assistance benefits to Eligible Employees or Participants for any semester that begins after the Plan's termination date.

6. Funding. Colorado College will pay educational benefits out of its general assets. Colorado College does not maintain a special fund to provide Plan benefits. Plan participants are not required to make contributions to the Plan as a condition of receiving benefits under the Plan.

7. Prohibited payments. In providing education assistance benefits under this Plan, Colorado College shall not discriminate in favor of its officers or highly compensated employees, and will comply with the non-discrimination standards of Code Section 410(b)(1)(B), without regard to the exceptions in Code Section 401(a)(5).

8. Prohibited choices. To the extent required under the applicable education assistance program, Colorado College will not offer Participants a choice between educational assistance benefits and other compensation.

9. Covered educational expenses. This Plan applies only to tuition costs for approved courses at the rates specified in Colorado College's Education Assistance Policy. The Plan does not cover costs for books, fees, tools, supplies, meals, lodging, or transportation.

10. Payments. Prior to the first day of each semester, each Participant shall provide Colorado College with a copy of the Participant's course registration that identifies the courses for which the Participant has registered and the Participant's itemized tuition costs for the semester. To the extent required under the applicable education assistance program, Colorado College will pay the Employee's educational institution for Colorado College's share of the tuition (based on the Education Assistance Policy) within four weeks. Colorado College will not pay for or reimburse Participants for any amounts already reimbursed by any financial assistance, scholarship, or any other financial benefit derived from public or private programs.

11. Limits on certain reimbursements and taxes. Colorado College may reimburse Participants participating in the Tuition Assistance Program component of the Plan for tuition incurred with respect to enrollment in undergraduate level courses for employees and dependents and graduate level courses for employees (and spouses/domestic partners in CC's MAT program), as outlined in the college's Tuition Assistance Policy. In some cases, however, the education assistance benefits provided under the Plan may be taxable to the Participant. Participants are responsible for paying any taxes that may be required with respect to the educational assistance benefits provided under the Plan.

12. Not a contract. This Plan shall not be deemed to constitute a contract between Colorado College and any Eligible Employee or Participant. Nothing contained in this Plan shall be deemed to give any Eligible Employee or Participant the right to be retained in the service of Colorado College or to interfere with the right of Colorado College to discharge any Eligible Employee or Participant at any time, regardless of any effect that such discharge shall have upon him or her as a Participant in this Plan.

13. Administration and authority. Colorado College administers the Plan and has sole discretionary authority to interpret the Plan, to make eligibility and benefit determinations, and to make factual determinations in connection with the Plan. Any determinations of Colorado College are final and binding.

Colorado College has provided this Plan document to me, and I have read this Plan document, Colorado College's Education Assistance Policy, all of the information provided in the application for benefits under this Plan, and any supporting documentation. With this signature, I verify that I have read these documents and understand the terms of the Plan.

By

_____
Signature

_____
Employee Printed Name

_____
Date

On behalf of Colorado College, I provided a copy of this Plan document to the employee identified above. I hereby affix my signature in verification of this fact.

_____
HR Representative (Signature)

_____
HR Representative (Printed Name/Title)

_____
Date