

## KeeleyU - Maryville University Certificate Program Application

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### **Application Process:**

You are applying to potentially attend a KeeleyU - Maryville University Certificate Program. Please complete this application, including your supervisor's and business group VP's signature, and submit to [keeleyu@keeleycompanies.com](mailto:keeleyu@keeleycompanies.com). Once your application is received and approved, KeeleyU will reach out to you with additional details on how to access and attend the course.

### **Application: Please answer the following questions**

1. Which Certificate Program are you applying for?  
 Leadership (4/1/24-7/31/24)    Business Acumen (4/1/24-9/30/24)    Project Management (4/1/24-7/31/24)
2. Why do you want to complete this Certificate Program?
3. How will this program benefit you and your business group in your current role?
4. By completing this certificate, how will this help you impact the company's scorecard goals?
5. What do you hope to take away from this program?

### **Educational Assistance Policy**

Keeley will cover the cost associated with enrollment and completion to obtain the Maryville University Certificate (Leadership/Business Acumen/Project Management). To receive this benefit, a team member must secure a passing grade of 80% or higher and complete their cohort/final presentation.

### **Eligibility**

This policy applies to full-time, regular team members. In the event that a team member voluntarily resigns from their position during or after utilizing the benefits, they will be obligated to adhere to the following repayment schedule. The repayment process involves deductions from the team member's payroll, which will be directed back to Keeley. The payment will be deducted over 10 weeks until amount is paid in full. In the event of separation from the company, the full remaining amount will need to be paid in full on the last day of employment. If, due to state and federal regulations, payroll deductions are not a feasible option, we will kindly request the team member to make the payment via check, payable to Keeley.

### **Costs Covered**

Enrollment fee: \$2500/1500 depending on which program(s) you complete – includes session and materials

**Repayment schedule:**

- If the team member departs within 0-6 months, they will reimburse 100% of the amount that was originally awarded to them.
- If the team member departs within 6-12 months, they will reimburse 50% of the amount that was originally awarded to them.
- For team members who have completed 1 year or more, no repayment will be required.

In cases where a team member remains employed by Keeley but fails to achieve a passing grade or meet the attendance requirements stipulated by the certificate program, the expenses associated with the certificate program will be passed on to the team member. These costs will be recouped through payroll deductions.

Any questions or comments related to this policy should be directed to the **People Operations team**.

If I am nominated, I am committed to participate and complete the program and agree to the Certificate Program Assistance Policy outlined above.

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*Applicant Name – Please print*                      *Applicant Signature*                      *Today's Date*

As a manager, I approve of my team member investing in their career growth for the selected program(s):

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*Manager's Name – Please print*                      *Manager's Signature*                      *Manager's Title*

As the business group VP, I approve of my team member investing in their career growth for the selected program:

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*VP's Name – Please print*                      *VP's Signature*