



Tuition Reimbursement Program

Molecular Devices encourages professional development and provides educational reimbursement upon the successful completion of pre-approved courses through accredited colleges or universities. The company will reimburse 100% for books, tuition and lab fees for a grade “C” or better or must pass a “Pass/Fail” course(s). Courses must be related to Molecular Devices business, or part of a degree program related to Molecular Devices business, and must be approved in advance by two levels of management, then submitted to HR for reimbursement.

Program Requirements

1. Full-time/regular associates who have completed six months of service.
2. Pre-approval required before enrolling in course. Fill out “Reimbursement Request Form” and submit to manager for approval. If amount is above \$5,250 submit to VP of HR for approval.
3. Enroll in the course(s). Once class is completed (with grade “C” or better or must pass a “Pass/Fail” course(s)), submit “Reimbursement Request Form” along with copies of grade, course enrollment confirmation, receipts showing registration fee, books, and parking if necessary to HR.

** Educational reimbursement may be subject to federal and state income tax withholding.*

**Molecular Device LLC will not reimburse associates for any courses in which they were enrolled before work at Molecular Devices LLC began or which were complete after employment terminated.*