



Machine Tool Educational Sponsorship Program

General Information

Domaille Engineering located in Rochester, Minnesota would like to offer machine tool educational sponsorship for individuals seeking a career in the manufacturing/machine tool field.

An application for this exciting opportunity is available at the Domaille Engineering, 7100 Dresser Dr NE, Rochester, MN. Questions and additional information may be obtained through Alison Hicks (507-281-0275) at Domaille Engineering.

Criteria

Domaille Engineering is offering a sponsorship program to individuals that are attending or are planning on attending an accredited machine tool program. Upon successful completion of the program and if the individual is provided an offer of full-time employment, Domaille will reimburse the student for all tuition and book fees incurred, subject to the conditions below. It will be the responsibility of the individual to cover the cost of the toolbox, tools, and supplies that the program may require. We will also provide the individual with part-time employment while attending school and the intent of a move into a full-time career position upon completion of an accredited two-year program.

Upon completion of a two-year program, the student will be evaluated for employment in a full-time career position at Domaille. If full-time employment is offered, Domaille will begin a reimbursement schedule over a two-year period. The student will be fully reimbursed for the cost of tuition and books for the two-year program, pursuant to the payment plan below. For the avoidance of doubt, individuals who do not receive an offer of full-time employment will not be eligible to receive any reimbursement under this program.

Reimbursement will be paid in four equal payments in six-month intervals, provided satisfactory performance levels are maintained. Domaille reserves the right to terminate employment and this sponsorship at any time during the reimbursement period. Should this occur, the student would hold no obligation to return the sponsorship funds that they have already received and that Domaille would hold no further obligation to the individual.

If the individual completes the reimbursement period of 2 years, continues employment and continues to meet the performance level of the position, the individual will be eligible to receive an additional \$1,000 for reimbursement of new tool purchases.



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Student Responsibilities

The student must agree to the following in order to participate!

1. The student will attend all regularly scheduled classes.
2. The student will maintain a 3.0 grade point average based on a 4.0 scale.
3. The student will work part-time at Domaille Engineering while attending school (16 hours/week minimum) and full-time when classes are not in session. We will be flexible with schedule.
4. The student will meet monthly with a designated mentor from Domaille.
5. The student will have a review with Manufacturing Management at the end of each semester, at which time the student will provide grade and attendance reports.
6. The student will complete the two-year Machine Tool Program.
7. The student will maintain a full-time student status (12 credits).
8. Student will submit grades, attendance, and financial aid records as requested by the company

Upon completion of the above requirements, the student will be considered for continued employment on a full-time basis.

Application Process

1. Complete the Domaille Engineering Machine Tool Educational Sponsorship Program application.
2. Provide two recommendations.
3. Provide complete High School or Post Secondary transcripts for review.
4. Write an essay stating why you should be selected for the Domaille Engineering Machine Tool Educational Sponsorship Program. (750-1000 words)



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Selection Process

Domaille Engineering will sponsor up to 3 candidates per school year at its sole discretion. If selected, the student and Domaille Engineering will sign a formal agreement stating that the student has read and understands the requirements of the sponsorship.

The selected individual will begin the machine tool program in an accredited school as soon as possible. The individual will also meet with Manufacturing Management to set up a work schedule while attending school (company will be flexible).

Criteria that will be used in the selection process will include but not limited to:

- High School and or College G.P.A.,
- Related Course of Study (College or High School)
- Prior related work experience
- Written Essay

Tax Considerations

Domaille Engineering intends to operate the plan in accordance with applicable tax law. The company does not make any representations or assurances regarding the tax consequences of any payments or amounts reimbursed under the program or the impact of these payments on an employee's individual tax circumstances. Employees are highly encouraged to discuss participation in the program with their own tax advisers.

Disclaimer

Domaille Engineering is responsible for the administration of this program. The terms of this program are subject to change at any time with or without notice, and the company reserves the right to interpret the policy at its sole discretion and make factual determinations in connection with the program. Any determinations made by the company are final and binding. The company reserves the right to terminate the program at any time. This program does not establish enforceable employment rights, contractual or otherwise and does not alter the at-will-employment status of any employee.



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Last Name

First Name

Middle Initial

Address

City

State

Zip

Home Phone

High School

Indicate Machine Tool, industry, or occupational-related classes that you have previously taken:



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Indicate any other educational programs completed:

Indicate any honors, volunteer work, community services, etc., that you have been involved in:

Please provide two references who can attest to your character, work ethic, or skills and abilities.

Reference 1 / Phone Number

Reference 2 / Phone Number

Write an essay of between 750 and 1000 words as to why you should be selected for the Domaille Engineering Machine Tool Educational Sponsorship Program.

Please attach the essay to this application form.



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MACHINE TOOL EDUCATIONAL SPONSORSHIP PROGRAM AGREEMENT

I, _____, hereby agree to the following terms and conditions for receipt of any tuition reimbursement paid to me by Domaille Engineering under the Machine Tool Educational Sponsorship Program.

1. I have completed an application for the Machine Tool Educational Sponsorship Program, and provided any all documentation, as required.
2. I understand the full terms and conditions for reimbursement or payment under the program.
3. I understand that falsification of any grade or other information submitted to the company by me or on my behalf to obtain tuition reimbursement, will disqualify me for any further tuition reimbursement, as well as subject me to immediate termination.
4. I understand that nothing in this Agreement constitutes a promise of continuing employment with the company or in any way alters my candidacy for full-time employment and my status as an at-will employee.
5. I understand that the company has not made any representations regarding the tax consequences of any payments or amounts received under this program. I further agree to indemnify the company against the payment of any taxes, interest, penalties and other liabilities or costs that may be assessed as a result any reimbursement I receive. I understand that I am highly encouraged to discuss participation in the program and potential tax consequences with my tax advisor.
6. I understand that this Agreement supersedes all prior agreements regarding tuition reimbursement.

Candidate's Signature

Date: _____