	<b>RESOURCE LIBRARY – HUMAN RESOURCES</b> <b>Education Assistance</b>	<b>CODE:</b> 04.01.034
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**OBJECTIVE:目的:**

- To financially assist expatriate Key Personnel to provide good education for their children.  
从财政上援助外籍关键人员，为他们的子女提供良好的教育。
- To ensure this entitlement is consistently applied throughout the entire company.  
确保这种权利贯彻落到到整个公司。
- To establish the boundaries for education support.  
确定教育支持的范围。

**APPLICATION:应用:**

Prior approval of the General Manager is required before education assistance is confirmed; thereafter annual approval renewal is not necessary.

在确认教育援助之前需要经总经理批准，此后不必再每年审批。

Receipts for school fees paid during the current school year are to be submitted for approval each term/semester.

每学期审批时要提交本学年支付学费的收据。

General Managers can approve reimbursement for Key Personnel A & B. while the area Vice President / Chief Executive Officer will approve reimbursement for Hotel Managers.

总经理可批准报销A类和B类关键人员的学费,而副总裁/首席执行官则批准报销酒店经理的学费。


Increases and exceptions to this policy require the prior approval of the Corporate Office and CEO.

此政策的增加事项及除外条款需经公司办公室及CEO的事先批准。

**STATEMENT OF POLICY**

**政策声明**

1. Through this policy, the company demonstrates its care and commitment to its key personnel and their dependents up to the age of 18.  
通过这一政策，国际酒店表明了其对关键人员及其年满18岁的家属的关心和承诺。
2. Hotel Managers and Key Personnel A and B are entitled to education assistance for Primary and secondary school, including first year registration.  
酒店经理及A类和B类关键人员均有权获得小学和中学的教育援助，其中包括第一年注册费。
3. We will contribute to the education costs of children over three years of age, provided the children reside in the same country as their parent's employment.  
际酒店，将捐助3岁以上儿童的教育费用，但这些儿童须居住在其父母所在的就业国家。

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4. The level of assistance given will depend on the category:

提供的援助水平取决于员工类别：

- Hotel Managers:** refer to GM's policy GM 2.6.  
 酒店经理：参照总经理政策GM 2.6。
- Key Personnel – Executive Committee (A2):** 100% of the school fees with a maximum of Dhs 30,000 per child per annum not to exceed Dhs 60,000 per employee.  
 关键人员  
 执行委员会（A2）：报销全部学费，最高可达30,000迪拉姆，每名员工的每个子女每年学费不超过60000迪拉姆。
- Key Personnel – Department Heads (A3):** 80% of the school fees for two children with an annual maximum reimbursable amount of Dhs 20,000 per child.  
 关键人员  
 部门主管（A3）：报销两个孩子80%的学费，每个孩子每年最高报销金额为2万迪拉姆。
- Key Personnel B:** 80% of the school fees for one child with an annual maximum reimbursable amount Dhs 15,000.  
 B类关键人员：报销一个孩子80%的学费，每年最高报销金额为15,000迪拉姆。

The above rates are applicable to Dubai UAE. Other geographic areas will be adjusted by local management after approved by Corporate Office and CEO.

以上定额适用于阿联酋迪拜。其他地区定额须经公司办公室和首席执行官批准后由当地管理部门进行调整。

5. The company will not be responsible for, and will not reimburse, nursery school fees, private tuition, transportation, books, school photograph yearbook, instruments or uniforms.

公司不负责且不报销入托费、私人补习、交通、书籍、学校年鉴、工具或校服。

6. We will not pay the school fees directly to the school. The fees are to be first paid by the employee and later submitted to the company for reimbursement. Expense vouchers are to be submitted at the beginning of each term for reimbursement.

际酒店不会直接向学校支付学费。首先由员工支付学费，随后提交公司报销。每学期开始时提交费用凭证进行报销。