

EDUCATION ASSISTANCE PROGRAM

FOR

EMPLOYEES REPRESENTED

BY

THE UNITED GAS WORKERS' UNION,

LOCAL 69,

UWUA, AFL-CIO

INTRODUCTION

Dominion Energy Transmission, Inc. and Hope Gas, Inc. d/b/a Dominion Energy West Virginia (collectively, the “Company”) value the knowledge, skills, and talents necessary to develop our employees, accomplish our business goals, and to continue as a quality and competitive company. The Education Assistance Program is designed to help you increase your effectiveness in your current job and prepare you for greater responsibility within the Company.

Working with Human Resources, your management is responsible for determining that the course is of mutual benefit to you and the Company. Management will consider such factors as how related the course work is to your job or profession and whether the program of study will provide you with the knowledge or skills that would help you in your current or future work with the Company. The courses must not conflict with your normal work schedule.

Benefits described in this document are current as of the date indicated at the bottom of the page. The Company may subsequently provide additional materials that supplement, update or amend the SPD that will provide you with information regarding changes to your benefits.

Please see the “Additional Information” Summary Plan Description document for details on other rights pertaining to your participation in the Company’s Benefit Plans in general. However, please note that the Education Assistance Program is not subject to the requirements of ERISA and other legal requirements outlined in the “Additional Information” section.

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ELIGIBILITY

Regular full-time employees of the Company who are represented by The United Gas Workers' Union Local 69, UWUA, AFL-CIO are eligible for the Education Assistance Program.

Eligibility will begin on your first day of work with the Company. The Education Assistance Program covers only those expenses for courses in which you enroll after you become eligible for the program.

HOW THE PROGRAM WORKS

The program reimburses 100% of education assistance costs, on a pre-tax basis, up to a maximum of \$7,500 per calendar year (January 1 to December 31). Up to \$5,250 per year will be reimbursed on a pre-tax basis. Any reimbursements over \$5,250 will be taxable to you. The program does not provide for reimbursement of a class that you have not paid for, for example, with student grants or by deferring fees.

The Education Assistance Program requires that:

1. Courses be taught by an *accredited* college, university or school listed in the publication titled "Accredited Institutions of Post-Secondary Education";
2. You complete the course(s) with the following grade:
 - A, B, or C for General Educational Development (GED) and undergraduate courses; or
 - A or B for graduate and doctorate level courses; or
 - a grade of "pass" for courses graded on a pass/fail basis.
3. You submit a receipt of payment for tuition, fees and textbooks;
4. You submit an *Education Assistance Application & Service Repayment Agreement* form within a maximum of six months from the date that you complete the course(s); and
5. Both you and an approver sign and date the *Education Assistance Application & Service Repayment Agreement* form.

WHAT THE PROGRAM COVERS

The Education Assistance Program provides reimbursement for approved courses that are part of the following programs:

- General Educational Development (GED);
- Undergraduate Courses (includes associate's degree (2-year program) and bachelor's degree (4-year program));
- Graduate courses (includes master's degree); and
- Doctorate level programs (requires written approval from the appropriate group vice president prior to enrollment in course work).

The Program provides reimbursement for any and all courses taken that will lead to a degree, diploma or GED certificate that are of mutual benefit to the employee and the Company. The Program also applies to single courses that are job related. This includes, but is not limited to: online courses, accelerated courses, executive MBA courses and fast track educational programs.

Items eligible for reimbursement include:

- Tuition;
- Required textbooks, including text materials purchased on a CD-ROM format. There is one reimbursement per textbook, even if the text is used for multiple classes; and
- All course related fees including:
 - Application/registration fees;
 - Activity fees/general fees;
 - Transcript fees/auxiliary fees;
 - Lab fees/technology fees;
 - Software fees associated with software considered textbook or course material;
 - Library fees;
 - Facility fees;
 - Health fees; and
 - Student ID card (but not replacement cards).

Prior to enrolling in a class, verbal approval from your immediate supervisor/manager is required to determine if the course(s) is beneficial for you and the Company. For a doctoral program course, written approval from the appropriate vice president is required prior to enrollment.

If you are uncertain as to whether or not a course will be eligible for reimbursement under the Program, please contact Employee Services prior to enrolling in the course.

WHAT THE PROGRAM DOES NOT COVER

The following are specifically excluded from reimbursement under the Education Assistance Program. This list is not all-inclusive.

Course Related Items

- Professional certification courses that are not granted college credit by an accredited institution;
- Seminars or courses which earn continuing education units;
- Preparatory courses (e.g. real estate or CPA);
- Dale Carnegie courses;
- Courses taken on an audit basis; and
- Tuition and related costs for credits granted in the absence of the completion of course work, such as credits awarded for “life experience”.

Fee Related Items

- Installment fees;
- Entrance exam fees;
- Deferral fees;
- License fees;
- Graduation, cap and gown fees, etc.;
- Athletic fees; and
- Any fees not required by an institution in order to take a class.

Other Related Items

- Equipment or tools (e.g., calculator) that you retain following completion of the course;
- Lodging, parking, transportation, fuel recovery charge, etc.;
- Graduate program entrance examinations;
- Interest/finance charges, late fees;
- Replacement student ID cards;
- Postage, shipping and handling charges;
- Computer software systems or other software not considered textbook material;
- Computer and other computer hardware items; and
- Other costs not consistent with the purpose of the program

APPLICATION PROCESSING

After completing the course, you will need to complete an *Education Assistance Application & Service/Repayment Agreement*. The Education Assistance Application can be found on the Dominion Energy Forms Database on DomNet. Go to the Homepage on DomNet, Select Index, Select Form Services, Select Dominion Forms, Find Forms by Number: 7202030. Send the following to HRempervicesinbox@dominionenergy.com for processing:

- The original *Education Assistance Application & Service/Repayment Agreement* form with your signature and the signature of your immediate supervisor/manager;
- Your official grade report;
- A paid receipt from the educational institution for tuition costs;
- A paid receipt from the educational institution for covered fees; and
- A paid receipt for each textbook and the title of each textbook.

If you have any questions, please contact the Dominion Energy HelpLine at 1-877-947-4636.

REIMBURSEMENT

The Company will reimburse you for approved courses up to a maximum of \$7,500 (up to \$5,250 reimbursed on a pre-tax basis) per calendar year (January 1 to December 31). If any portion of the \$5,250 limit is not used, it will not carry over to the next calendar year. Reimbursements in excess of \$5,250 in a calendar year are treated as taxable income and subject to the applicable payroll tax reporting and withholding rules.

Reimbursements for classes will be applied to the calendar year maximum for the year in which the reimbursement is paid.

Once the *Education Assistance Application & Service/Repayment Agreement* form is received, reimbursements will be processed as soon as administratively possible.

If you receive other funds for reimbursement, such as through G.I. Bill programs, veterans' benefits, scholarships, grants, etc., the Company will pay you the amount it would have paid for the course less the amount of other funds received.

You will have a maximum of six months from the date that you complete the course(s) to submit an *Education Assistance Application & Service/Repayment Agreement* form, along with required documentation, for reimbursement.

Reimbursement will be made through your paycheck.

Reimbursements under special situations

Severance

If you are enrolled in a course that has been approved for coverage under the Education Assistance Program and your employment is severed by the Company, you will be eligible to receive reimbursement, if the course started prior to the beginning of the two-month advance notice period. Once advance written notice of the severance has been provided, no new courses will be approved.

Leave of Absence

If you are on an approved leave of absence under the Family and Medical Leave Act (FMLA), Worker's Compensation, or on military leave after having received verbal approval to take a class, and you complete the class, you will remain eligible for reimbursement.

Service/Repayment Agreement

In the event that you voluntarily terminate employment from the Company, you are obligated to reimburse the Company an amount equal to the total payments made to you under the Education Assistance Program during the 12 months immediately prior to your termination.

The service/repayment guideline applies to all degree programs, or ongoing programs of study, as well as for single courses taken by an employee. If you receive reimbursement under this program, you are agreeing to continue employment at the Company for at least 12 months from the date of the last reimbursement. Repayment is not required if the following events occur within the 12-month period: retirement, death, and disability.

UPDATING YOUR EDUCATIONAL RECORD

Contact Human Resources for information on how to update your educational record when you complete a degree.

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