



Tuition Reimbursement Program



WHAT IS A TUITION REIMBURSEMENT PROGRAM?

In today's environment, many people's next step in their development path takes them back to school. The Tuition Reimbursement Program is offered by your employer to help you with tuition related expenses when you enroll in an eligible course/program.

Your employer recognizes the value of you as their employee and wants to help support you with your tuition expenses. Check the plan documents provided by your employer for details on what tuition expenses are reimbursed.

TUITION COSTS

Each Tuition Reimbursement Program is unique and defined by your employer. In general, the Tuition Reimbursement Program covers various costs associated with your tuition expenses. Your employer will provide you with the details on what expenses are covered. Prior to enrolling in your requested course/program, verify with your employer that it is eligible for reimbursement.

See back side for frequently asked questions about your Tuition Reimbursement Program.

TUITION REIMBURSEMENT PROGRAM FREQUENTLY ASKED QUESTIONS

1. How can I view my eligible tuition benefit amount?

You can access your eligible tuition benefit amount on [NetBenefits](#). Select Flexible spending and reimbursement Accounts to view your benefit amount and view the last 30 days of activity.

2. How do I find out what expenses can be reimbursed under the Tuition Reimbursement Program?

Your employer will provide you with the details on what expenses can be reimbursed.

3. How can I submit a request for reimbursement?

Log on to [NetBenefits](#) and select Flexible spending and reimbursement Accounts. Then select **Reimburse yourself** to submit supporting documentation approved by your employer after your course is complete. You will need to pay for your course costs up front or obtain a deferral payment arrangement from your academic institution. Keep in mind your employer will not make direct payments to the academic institution.

4. How long will it take to be reimbursed for a claim?

Claims processing takes approximately six to eight weeks from the date of submission. You will receive reimbursement through the normal payroll distribution process.

5. What is the maximum reimbursement amount from my Tuition Reimbursement Program?

Your benefit amount is determined by your employer. Refer to the documents provided by your employer for specific information about the Tuition Reimbursement Program.

6. Are tuition assistance reimbursements subject to federal income tax?

You should check with your tax advisor to learn about the tax implications associated with the tuition reimbursement benefits.

7. Who can I contact for assistance with the Tuition Reimbursement Program?

Log on to [NetBenefits](#) or call 833-299-5809 Monday to Friday from 8 a.m. to 8 p.m. EST.

