

# Tuition Reimbursement Policy



## PROGRAM PURPOSE

At Home offers tuition assistance to eligible Team Members who seek to pursue degree programs at accredited universities to support their continued growth and development. We believe that attaining educational goals leads to improved performance that can benefit you personally and professionally. As a company, we strive to be a great place to work and grow and are continually committed to the growth of our business and our Team Members.

## TEAM MEMBER ELIGIBILITY

Team Members must meet the following criteria during application approval and payment processing.

- Must be salaried or hourly in active full-time or part-time status.
- Must be actively employed with six (6) months of service.

## ELIGIBLE PROGRAMS AND BENEFIT AMOUNTS

Degree-related coursework to enhance education or gain new skills. Tuition, required books, and academic course-related fees will be covered up to the annual benefit amount stated below. Service fees, university fees, facility fees, and other non-course-related fees are not eligible for reimbursement.

Payment amounts are applied to the annual benefit year based on the course end date.

### Ineligible Tuition Expenses:

Job-related coursework or required training and certification coursework are managed outside of tuition assistance and should be discussed with department managers. Expenses that are the responsibility of the Team Member and are not considered covered expenses include but are not limited to the following:

- Courses that assign Continuing Education Units (CEUs) Rather than college-level credits
- Courses that do not assign college-level credits
- Courses that provide college-level credits through a transcript service
- Application fees for installment loans, finance charges, or deferred payment fees
- Seminars, workshops, continuing education credits, and certificate completion
- Non-graded courses, including incomplete, e.g., audit
- Transportation/U-Pass Fee
- Operating and Assessment Cost
- Room, Board, and Meals
- Study Guides and optional study aids
- Testing Fees (for example, the GRE, GMAT, or LSAT test)
- Certification, Certificates, and any Licensing courses
- Expedited shipping expenses associated with any course or book (Standard shipping is covered for required books)
- Any other non-tuition expenses or other special and/or non-recurring fees
- Miscellaneous fees such as student fees, athletic fees, parking, registration, and graduation fees
- Recreation and Withdrawal Fees

### Eligible education programs include:

Education Program	Description	Benefit Amount
<b>Credit-bearing Courses toward an:</b> <ul style="list-style-type: none"><li>• <b>Associate's degree</b></li><li>• <b>Bachelor's Degree</b></li><li>• <b>Master's/MBA Degree</b></li><li>• <b>Doctoral Degree</b></li></ul>	Includes all credit-bearing courses required to complete an approved degree. Includes Prior learning assessments and tests used to document knowledge to grant credit toward an approved degree, along with fees for posting these credits. Examples are CLEP, ACE, DSST, and portfolio preparation.	<b>\$3,000 annual benefit, with a \$24,000 lifetime cap.</b>

### Educational programs not covered include, but are not limited to:

- Individual courses for sports, recreation or hobbies, unless part of a degree program.
- Certification, designation and license exams.
- Non-degree coursework or coursework taken for CEU's
- Seminars, conferences and workshops.

# Tuition Reimbursement Policy

## APPROVABLE EDUCATION PROVIDERS

All coursework must be provided by an institution holding regional accreditation recognized by the Department of Education from one of the following seven accrediting bodies:

- -Accrediting Commission for Community and Junior Colleges, Western Association of Schools and Colleges
- -Higher Learning Commission
- -Middle States Commission on Higher Education
- -New England Association of Schools and Colleges, Commission on Institutions of Higher Education
- -Northwest Commission on Colleges and Universities
- -Southern Association of Colleges and Schools, Commission on Colleges
- -WASC Senior College and University Commission (WSCUC).

School accreditation can be verified via the [U.S. Department of Education's Office of Post-secondary Education \(OPE\)](https://www.ed.gov/office-of-post-secondary-education) website.

## COURSE COMPLETION REQUIREMENTS

All coursework must be completed with a minimum grade equivalent of C- or better. Courses based on a pass/fail grading system must be completed with a passing grade. Courses in which a Team Member receives an incomplete, withdrawal or equivalent grade are ineligible for reimbursement.

## APPLICATION SUBMISSION AND APPROVAL

Team Members eligible for tuition assistance, a Team Member must submit a course approval application for each quarter, semester, or academic term. Applications should be submitted before the course start date. **They will not be accepted more than 30 days after the course start date.** Applications will be reviewed for policy compliance. The team member will receive confirmation once the application has been approved.

## REIMBURSEMENT PROCESS

Upon application approval, the Team Member is responsible for making all required payments directly to his/her school and will be reimbursed for eligible expenses upon successful course completion. The Team Member is responsible for submitting proof of successful course completion (grades) and an itemized invoice of tuition and fees, and proof of payment within 60 days after course completion to receive reimbursement. Eligible Team Members are eligible for up to \$3,000 annually or \$24,000 lifetime maximum.

## OTHER SOURCES OF FINANCIAL ASSISTANCE

Team Members receiving [educational grants, scholarships, military benefits, or discounts] must disclose all such financial assistance and provide documentation of how the funds were applied. Funds received from such sources will be deducted first from any expenses not covered under the program. Any remaining funds received will be deducted from eligible tuition and fees. Financial Aid received in the form of student loans will not be deducted.

## TAX IMPLICATIONS

In compliance with IRS regulations (section 127), employer-provided educational assistance is exempt from taxation up to a maximum of \$5,250.00 per calendar year. Taxes will be assessed if, at the time of payment processing, the total amount of tuition assistance paid in the calendar year exceeds \$5,250. Please consult with your tax advisor for additional information.

## ADDITIONAL POLICY INFORMATION

Participation in this program does not guarantee a specific career result such as a promotion or salary increase. At Home reserves the right to terminate or amend this Tuition Assistance policy at its sole discretion.

Questions: Contact [Benefits@athome.com](mailto:Benefits@athome.com)