

## Employer X Education Benefits Policy

Employer X is unlocking new opportunities for employees to pursue their educational and career aspirations through its education benefit, accessible to all employees. Through Employer X's Tuition Assistance program, employees can enroll in a variety of accredited educational programs from high school completion to bachelor's degrees and more. Eligible employees will receive up to 100% funding for select programs and have access to an Education Coach from a third-party, Guild Education, to support them on their educational journey.

### Benefit Information

Employer X's education benefits provider, Guild Education ("Guild"), will administer support for all eligible employees, such as managing tuition payments, benefit interest forms, applications, and educational coaching services.

To obtain benefits, employees must apply, complete required forms, provide the required information, and ensure all stated employee eligibility requirements are met. In order to apply, employees will need to access their Guild account via [xx.guileducation.com/partner](https://xx.guileducation.com/partner).

### Qualifying Programs

Employer provides four education program areas with 100% of tuition covered:

- Select Business & IT certificates, undergraduate and graduate degrees
- College Preparatory Programs
- Skilled Trades
- High School Completion

### Employee Qualifications

To participate in the Employer X Tuition Assistance Program, employees are eligible provided they meet the following criteria:

- Employed by Employer (eligible after XX days of employment)
- Be a full time, benefits-eligible employee (regular, non-union etc.)
- Be a US-based employee

For questions about your eligibility, please contact your HR representative.

### Employer Fully-Funded Programs

#### Program Overview

Employer X's Tuition Assistance Program provides employees access to a curated network of academic programs and college degrees aligned with Employer X's strategic priorities and

targeted to develop business skills and enhance job performance. Available through the Guild program catalog, Employer's fully funded offerings include [High School Completion, Skilled Trades, Certificates, and select Degrees. A full list of curated programs can be found at [xx.guilededucation.com/partner](http://xx.guilededucation.com/partner).

### **Enrollment Requirements**

Employees are required to meet all of Employer's eligibility requirements on the date of initial program application and on the start date of each academic term.

If entering a program eligible for Federal Financial Aid, the employee must complete a FAFSA form and complete the Financial Aid awarding process to determine grant eligibility. This should occur before program enrollment and annually thereafter. If eligible for any Federal or State Grants, employees are required to accept grant aid, and grants will be applied to tuition and mandatory fees before payment of benefits.

### **Academic Performance Requirements**

Employee's must maintain a cumulative Grade Point Average (GPA) of 2.0 or better for undergraduate degree programs, and a cumulative GPA of 3.0 or better for graduate degree programs. An employee's GPA is confirmed on the first day of each term. Failure to maintain the required GPA will result in loss of eligibility until the employee is able to improve their GPA to the required threshold.

### **Qualifying Expenses**

Employer X will cover 100% of tuition and mandatory fees (e.g., registration fees, technology fees, lab fees), for all employees that are accepted into, enrolled in, and meet all eligibility criteria for Employer X's curated programs available through the Guild program catalog. When applicable, grants and scholarships will be applied to tuition and mandatory fees prior to payment of benefits by Employer.

If an employee loses eligibility prior to the term start date, the employee will not be eligible for the benefit, and the employee may assume the entire cost of the term. Payment requirements for ineligible employees are determined by the learning provider or university.

### **Qualifying Books and Supplies**

Employer X will reimburse students for the cost of all required books for enrolled classes only, as specified in class syllabi. Employees must submit receipts and a course syllabus through Guild for reimbursement through <https://reimbursement.guilededucation.com>. Failure to submit the required paperwork and receipts on time may result in delay or denial of reimbursement.

## **Additional Plan Considerations**

### **Income tax consequences**

Under the Internal Revenue Code section 127, Employer X may provide up to \$5,250 per

calendar year in educational assistance to each employee tax-free for federal and most state income tax purposes. Education assistance (tuition and fees) in excess of \$5,250 in a calendar year will be treated as taxable to the employee for federal income tax purposes and in all states except for AL, PA, NJ and Puerto Rico. The full amount of education assistance for employees residing in AL, PA, NJ and Puerto Rico is fully taxable for state or Puerto Rico income tax purposes. Employer X will pay federal and applicable state and Puerto Rico income tax on behalf of the employee for taxable portions of education assistance. Employees should contact a tax advisor for additional information.

### **How to apply**

Employees can browse program offerings and apply at [xx.guilededucation.com/partner](http://xx.guilededucation.com/partner). Guild will confirm the employee is eligible and can assist with any questions employees have regarding the enrollment process and can aid in program selection.

In addition to eligibility requirements, acceptance is at the discretion of the learning provider or university. Learning providers and universities will also enforce their own academic standards policies for continued enrollment.

### **Confidentiality**

Employer X will make every reasonable effort to maintain the confidentiality of all information related to employee's requests for payment of education expenses. Employer X will disclose the information to only those who have a need to know in order to review and process your request.

### **Additional Information**

This information does not create an express or implied contract of employment or any other contractual commitment. Employer X may modify this information at its sole discretion without notice, at any time, consistent with applicable law. Employment with Employer X is on an at-will basis, which means that either Employer X or the employee is free to terminate the employment relationship at any time for any or no reason, consistent with applicable law.

**Policy Effective Date:** MM DD, YYYY

**Last modified:** MM DD, YYYY