



## Fidelity Tuition Reimbursement Program Employee/Manager Agreement

### Key Program Guidelines

The Tuition Reimbursement Program is designed to support educational development that is mutually beneficial to both employees and Fidelity Investments.

- You and your manager must complete the Employee/Manager Agreement **before** you enroll in a course. Employees should review the Agreement with managers and share the current Agreement with new managers, with each course enrollment.
- A formal development plan that supports the education program must be in place prior to approval for reimbursement.
- You must be an active, regular employee regularly scheduled to work 30 or more hours per week, with at least six months of service before you enroll in a course.
- The Tuition Reimbursement Program reimburses 90% of qualified tuition expenses up to a maximum limit of \$10,000 per calendar year (Program limit is calculated on the end date of the course).
- Employees who are requesting a reimbursement in excess of \$10,000 (Executive MBAs, technical programs, and law degrees) must also complete the Exception Approval process. For complete details on the Tuition Reimbursement Program, refer to the *Work and Life* tab on [www.fmrbenefits.com](http://www.fmrbenefits.com).
- Qualified courses are those deemed by your manager as work-related or part of a work-related degree program. The course/program must be a valid part of a formal development plan.
- Courses must be taken at an accredited college or university. Tuition reimbursement is limited to tuition charges and those curriculum or college costs required by certain state universities and colleges that are used to operate the university or support the delivery of required courses.
- Expenses that are not eligible for reimbursement include books and supplies, fees, workshops, seminars, preparation classes, programs offered by institutions outside the United States, travel and residential expenses, certification examinations, such as CPA and CFA exams, and technical equipment.
- Doctoral programs are not covered under the Program.
- Reimbursement is contingent upon satisfactory completion of the course with at least a "C" or "Pass" grade. You must be an employee "in good standing." (For more information, refer to the Policy: Employee "[In Good Standing](#)")
- You must be an active employee at the time reimbursement is paid. If you have terminated or are in the process of terminating employment at the time the reimbursement is requested, you will not be eligible for tuition reimbursement even though the original request may have been approved.

## Personal Information

Last Name

First Name

MI

Business Unit Name

Business Phone

Cost Center

Location/Mail Zone

Company Email Address

Date of Hire - please enter

SSN - please enter

## Course/Program Description

College/University Name

Major

Overall Program Start Date

Anticipated End Date

Degree Type:

Accelerated Undergraduate

Accelerated Graduate

Part-time Graduate

Certificate Program

Non-degree

Online Program

Part-time Undergraduate

Law Degree

Executive MBA

Individual Course

Average class time expected per week

Time away required during the work week, if any

Special program requirements

## Rationale for Tuition Reimbursement Eligibility

1) If the course/program is work-related, please explain how the program is relevant to your current job requirements (i.e., how it enhances or improves skills required of you in your present position).

2) Please explain the objective behind inclusion of the program as a part of your development plan.

3) Please explain why, if applicable, the course/program prepares you for a career move to which you can reasonably expect to aspire. Please provide relevant information from your development plan to demonstrate your objectives for this program.

4) Are there any aspects of the program that will require adjustments to your schedule or work hours? Will there be any impact on your work group?

5) Successful involvement in course work supported by the tuition reimbursement program necessitates agreements between yourself and your manager about maintaining performance while receiving support for class obligations. Please indicate ways in which this balance will be reviewed and addressed.

## Tax Treatment for the Reimbursement

- A. Course is not part of a degree program and it [i] enhances or improves skills required of you in your present position, [ii] does not qualify you to perform a substantially different position, and [iii] is not a minimum requirement to obtain (not retain) your present position. This reimbursement is not taxable.
- B. Course is part of a graduate degree program in which you are enrolled and it [i] enhances or improves skills required of you in your present position, [ii] does not qualify you to perform a substantially different position, and [iii] is not a minimum requirement to obtain (not retain) your present position. This reimbursement is not taxable.
- C. Course is part of graduate degree program in which you are enrolled that [i] enhances or improves skills required of you in your present position, and [ii] either qualifies you to perform a substantially different position or is a minimum requirement to obtain (not retain) your present position. The reimbursement up to \$5,250 per year is not taxable and the portion of the reimbursement in excess of \$5,250 per year is taxable.
- D. Course is part of a bachelor's degree program in which you are enrolled. The portion of the reimbursement in excess of \$5,250 per year is taxable.

## Agreement Certification

I certify that I am eligible for participation in the Tuition Reimbursement Program, as requested above, and will comply with all reimbursement policies regarding participation. I understand that I must make payment in full to the school prior to my requesting reimbursement.

I understand that the approval of this agreement does not guarantee reimbursement for any courses that I may take now or in the future and that I must continue to meet all the eligibility and program requirements.

To be eligible for reimbursement, I understand that I must be considered "in good standing," and be an active employee with at least six months of service prior to enrolling in the course(s).

Employee Signature

Date

Manager Signature

Date

**This form will be required as documentation of your continued eligibility for the program described herein and a copy of this completed form will need to be submitted with each request for reimbursement. Please keep a copy of this form for your files for future reference. The manager to whom you report at the time you enroll in the course must have reviewed this agreement, prior to submission of the claims.**