

# Tuition Refund Plan

*A benefit to ABX employees to increase competence in a present job and to prepare for future advancement within the company.*

## First:

Classes must be pre-approved by the Benefits Department in Human Resources. Once the Tuition Reimbursement Course Approval Request is received by the Benefits Department, allow 10 working days for review and notification of approval or denial. Any request submitted after a class has started will be denied automatically.

## Who is eligible to apply:

- A regularly scheduled part-time or full-time Airborne employee with 60 days of service including casual time. *(A full-time employee is scheduled regularly to work 40 hours per week; and a part-time employee is scheduled regularly to work at least 15 hours but less than 40 hours a week.)*
- A casual employee who works at least four days per month.

## Class restrictions:

Any associate's, bachelor's, or graduate degree program is eligible, regardless of whether it is ABX job-related. Individual classes outside of a degree program will be handled on a case-by-case basis and are restricted to courses, college credits, or continuing education units/credits that are directly related to the employee's current position or to prepare for another specific position in the Company. Examples of courses that are not covered by the program are: flying lessons, ground school, other flight crew training, and preparatory classes for an examination.

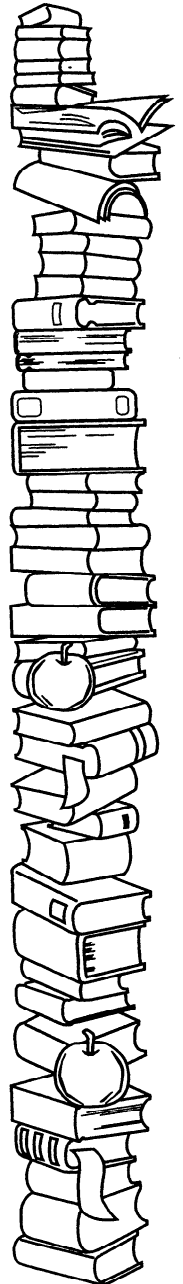
**Tuition refunds will be provided for the cost of the course(s) only.** Textbooks and lab fees are not eligible for reimbursement. See your supervisor for details about ABX tuition reimbursement benefits — refer to the Management Guide Book.

## Reimbursement:

Submit the pre-approved Tuition Refund Request form to the Benefits Department within 60 days of completing the class. **The employee must submit, along with the form, evidence of the grade earned, i.e., report card, and a verified statement of the cost of tuition or adequate receipts.**

## Remember:

- You must be pre-approved by the Benefits Department.
- The Tuition Reimbursement Form must be filled out completely, or your request could be automatically denied.
- You must be an Airborne employee with at least 60 days of service.
- Submit the tuition payment receipt and course grades when submitting the pre-approved form to the Benefits Department for reimbursement.



**BENEFITS DEPARTMENT MAIL LOCATION: ILN-9C, 2061-B**

# Tuition Reimbursement Course Approval Request

Date: \_\_\_\_\_

**Important Notice:** All courses must be pre-approved by **Employee Benefits/Human Resources Department** prior to registering for the class to be eligible for reimbursement.

Employee's Name (Please print)		Department	Supervisor's Name & Mail Code
Employee's Number	Hire Date: Mo/Day/Yr (FT/PT)		Current Job Title
School		Major	
Course Name (Full Name) indicate if graduate class-G	Tuition \$ per hour      # credit hours		Course Dates
1.			
2.			
3.			
4.			
5.			

Briefly describe how each course will **improve your present job skills** or **enhance your promotional opportunities**. (This section **must** be completed.)


Are you receiving a **grant or scholarship**, or other money (which you do not have to repay) for the above classes? **Yes:**       **No:**       If **yes**, how much? \$ \_\_\_\_\_

After completing the course(s), return this form, **attach a copy of the tuition paid receipt and your grade transcript and return to Employee Benefits for reimbursement.**

You must have **completed 60 days of service** prior to the start of the class to be eligible for tuition reimbursement. The amount of reimbursement for **part-time and full-time employees cannot exceed \$1,800 per calendar year, or \$900 per calendar year for casual employees.** Reimbursement will be paid at 100% as long as you receive a grade C or above.

Human Resources use only:  Approved       Not approved  
Reason: \_\_\_\_\_

**Benefits Representative signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_