

Tuition Reimbursement Program Application

<u>Purpose:</u> The Tuition and Education Expense Program at Ancestry is designed to reward dedicated employees for continuing their education. We want all employees to succeed in their endeavors in bettering themselves and their careers.

Process Steps:

- 1. Review the Tuition Reimbursement Policy to ensure you are eligible to receive reimbursement.
- 2. Complete the below application in its entirety before submitting on the Tuition module on Espresa, Ancestry's reimbursement provider.
- 3. All applicants must be pursuing degrees through accredited education programs. The classes and degrees must be approved, *in advance*, by the employee's manager, prior to the course start date. After completing the course, attach your grades, expenses and this application to Espresa by the appropriate deadline that can be found in the policy to ensure you are paid timely.
- 4. You are eligible to submit completed course classes for reimbursement anytime within the calendar year.

Important Policy Reminders:

- Employees must be employed and active for the full duration of courses taken as well as during submission and Tuition Reimbursement payout.
- 2. Items must be completed and submitted to Espresa by the deadline:
 - Application (signed and dated by all required representatives and employee)
 - Grades with course descriptions
 - Official Summary of Charges from Institution (a screenshot or printout showing all charges on student account for semester)
 - Tuition Reimbursement Form
- 3. For Undergraduates, only "C" grade or better will qualify for reimbursement. "C-" or lower will not be accepted. For Graduates, only "B" grade or better will qualify. "B-" or lower will not be accepted.

Employee Name (First and Last)		

Program Type:

- o Undergraduate
- Graduate**

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Statement of Acknowledgement

I acknowledge that I have read and understand the policies regarding the Ancestry's Tuition Reimbursement Program Policy. I also understand that all requirements outlined therein must be met before I qualify for any tuition reimbursement from the company.

Furthermore, I understand that it is my sole responsibility to seek clarification from the appropriate Employee Benefits Representative on policies where needed. In addition, I accept all terms and conditions outlined in the policy regarding the Tuition Reimbursement Program.

Employee Signature	
Manager Name / date	
Manager Signature	

Course Information

Course Description	Credits/Hours	Quarter/Semester

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Please retain this application for your records. Once completed and approved by your manager submit all submit all required forms and documentation to Espresa by the deadline listed in the Tuition Reimbursement Policy,