

Tuition Reimbursement Checklist



Failure to correctly complete all required sections of the *Tuition Request for Reimbursement Form* could result in non-payment or significant delay in reimbursement payments.

Did You Remember To?

- ☐ Complete all required fields on the *Tuition Request for Reimbursement Form*.
- ☐ Include all copies of required documentation:
 - ☐ An official statement of tuition charges and payments
 - ☐ A copy of official course grades
 - ☐ Proof of tuition payments (including book receipts).
- ☐ Retain all originals for your records.
- ☐ Fax or mail your form and supporting documentation to the Acclaris Reimbursement Center:

Fax: 1.813.830.7900 **OR** Acclaris Reimbursement Center **OR** Interoffice Mail Code: FL2-444-01-01
PO Box 25171 (use envelope marked "Confidential")
Lehigh Valley, PA 18002-5171

Note: Faxing your reimbursement request will expedite processing.

► Prior to Taking Classes

Associate Actions:

- ☐ To confirm that your school is listed as an eligible institution in the American Council on Education publication, log on to <http://www.acenet.edu/resources/memberdirectory/>. Institutions may also be eligible if listed as being accredited within the United States Department of Education or the Council for Higher Education; log on to <http://ope.ed.gov/accreditation/> or <http://www.chea.org/search/> for more details.

Associate and Manager Actions:

- ☐ Meet with your manager and have him or her verify eligibility criteria below:
 - ☐ Your course is job-related or is required to fulfill a job-related degree program requirement.
 - ☐ Your payroll status is active (either actively employed or on a paid leave) when the course begins and at the time of reimbursement.
 - ☐ Your performance meets or exceeds expectations for both results (the "what") and behaviors (the "how") as documented on your current *Performance Plan and Evaluation Form*.
 - ☐ Your school is listed as an accredited/eligible institution.
- ☐ Discuss your career/education goals.
- ☐ Review the *Graduate Level Repayment Agreement* (if applicable).

► After Taking Classes

Associate Actions:

Complete all sections of the *Tuition Request for Reimbursement Form*. Please note the following requirements:

Your reimbursement request cannot exceed \$5,250 per year.

To be eligible for reimbursement, you must receive a grade of "C" or higher or a grade of "Pass" for undergraduate courses; and/or a grade of "B" or higher or a "Satisfactory Completion" statement for graduate courses.

- ☐ Complete the *Graduate Level Repayment Agreement Form* (if applicable).
- ☐ Gather and make copies of the following documents:
 - ☐ *Tuition Request for Reimbursement Form* and *Graduate Level Repayment Agreement* (if applicable)
 - ☐ Official statement of tuition charges and payments (itemized receipts for tuition-related expenses, including book receipts, or statement confirming "payment deferred")
 - ☐ Copy of official course grade(s) or official letter of "Satisfactory Completion" for graduate courses.

Associate and Manager Actions:

- ☐ Have your manager sign and initial the *Tuition Request for Reimbursement Form* and sign the *Graduate Level Repayment Agreement* (if applicable).
- ☐ Send copies of the following documents to Acclaris **within 90 calendar days** of course completion; keep all originals for your records:
 - ☐ Signed *Tuition Request for Reimbursement Form* and *Graduate Level Repayment Agreement* (if applicable)
 - ☐ Official statement of tuition charges and payments (itemized receipts for tuition-related expenses, including book receipts, or statement confirming "payment deferred")
 - ☐ Copy of official course grade(s) or official letter of "Satisfactory Completion" for graduate courses
 - ☐ If the amount you are requesting is over \$5,250, also include the *Application for Non-Taxable Tuition Reimbursement*, signed by a Band 4 (or higher) manager.

Tuition Reimbursement Guidelines



Please read the instructions below to complete the attached form properly. If you have any questions, please contact Acclaris at www.acclarisonline.com 24 hours a day, 7 days a week or call the Acclaris Reimbursement Center toll-free at 1.866.525.2893, Monday through Friday (excluding certain holidays) between 8 a.m. and 8 p.m. Eastern, to speak with a Customer Service Representative. Additional information about the Tuition Reimbursement Program is available on Flagscape.

► Who May Request Tuition Reimbursement

- > You must be an active U.S.-based full-time, part-time or hourly associate (or on a paid leave of absence) when the course begins and at the time of reimbursement.
- > You must receive approval from your manager prior to enrolling in a course.
- > If you are a divested associate, a bridged retiree, or receiving severance pay, you are eligible for reimbursement only if you started the course while an active associate.
- > If you have terminated or are in the process of terminating employment at the time the reimbursement is requested, you are not eligible for reimbursement even though your initial request may have been approved.

► Tuition Expense Eligibility

Eligible expenses include:

- > Job-related courses or non job-related courses in support of a job-related degree, including online/correspondence courses from an accredited college or university
- > Tuition and "per unit credit" fees
- > Required registration fees (school fee schedule discloses required fees; varies by school)
- > Any fee required to enroll in the course or institution (such as athletic fees or application fees, with the exception of medical examination fees)
- > Textbooks
- > Lab fees
- > Internet connection charges, software, online materials (such as a textbook in electronic format) or subscriptions if required for the course (and only for the duration of the course).

Ineligible expenses include:

- > Non-job-related courses that do not fulfill a job-related degree program requirement
- > Credit-only and non-credit courses
- > Seminars/workshops/review courses
- > Certificate programs
- > Non-required athletic fees
- > College-level examination tests
- > Medical examinations (even if required for the course)
- > Shipping fees for textbooks or supplies
- > Deferment fees
- > American Institute of Banking (AIB) or Mortgage Banker's courses
- > Art or school supplies
- > Parking fees
- > Meals, lodging, transportation costs
- > Laptop computers or software not required for the course
- > Late registration fees.

► How to Apply for Reimbursement

- > You must submit a completed request form for **each** course.
- > Reimbursement requests must be submitted within 90 days of the date the course ends.
- > Submit copies of the following documents with your completed form; keep all originals for your records:
 - Official course grades from the school showing your name as the student and the number of credits. A grade of "C" or higher or a grade of "Pass" is required for undergraduate courses; a grade of "B" or higher or a "Satisfactory Completion" statement is required for graduate courses.
 - A tuition bill or statement from the school specifically stating the course, the tuition costs and any required fees.
 - Proof of tuition payment (a validated receipt of payment from the school, copies of the front and back of the cleared check(s), or a credit card receipt). Please note that you must pay for the course, then request reimbursement upon satisfactory completion of the course.
- > Fax or mail your form and supporting documentation listed above to the Acclaris Reimbursement Center at:
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Note the following: Reimbursements may be subject to federal, FICA and/or state income tax. You will receive your reimbursement in the same manner as your normal pay, either by check or direct deposit.



This form is used to submit requests for reimbursement under the Tuition Reimbursement Program. Please complete all sections of the form and sign it. Then fax or mail your form, a copy of your official grade report, tuition bill or statement from the school, and proof of tuition payment to the Acclaris Reimbursement Center:

Fax: 1.813.830.7900 **OR** Acclaris Reimbursement Center **OR** Interoffice Mail Code: FL2-444-01-01
PO Box 25171
Lehigh Valley, PA 18002-5171

Note the following:

- Forms that are incomplete or missing proper documentation will not be processed.
- Do not highlight the form or any supporting documentation.
- Faxing your reimbursement request will expedite processing.
- Do not fax your reimbursement request in the same fax transmission with another person's reimbursement request; this will delay processing.
- If you are submitting your form(s) via Interoffice mail, please use a blank interoffice single use envelope marked "Confidential."

► **About You** (please print)

Name (Last, First, Middle Initial): _____ Person Number: _____

► **Course Information** (use a separate form for each course)

Course Name: _____ **Course Number:** _____

Course Start Date (mm/dd/yy): _____ Course End Date (mm/dd/yy): _____ No. of Credits/Hours: _____ Grade Received: _____

Itemize your eligible expenses in the space below and attach supporting documentation.

Eligible Expense	Description of Expense	Dollar Amount
Tuition Amount		\$
		\$
		\$
		\$
		\$
	Subtotal of Expenses	\$
	Less Amount for Tuition Assistance	(\$)
	Total Amount Submitted:	\$

Educational Institution

Name of accredited college or university (as published by the American Council on Education):

To confirm that your school is listed in the American Council on Education publication, log on to <http://www.acenet.edu/resources/memberdirectory/>.

Type of Course:

- ☐ Job-related course ☐ Non-job-related course required to fulfill job-related degree program requirement

Type of Degree:

- ☐ No degree sought ☐ Undergraduate degree ☐ Graduate degree

Major: _____ Anticipated graduation date (mm/yy): _____

For graduate/MBA courses, complete and attach **original** *Graduate Level Repayment Agreement* for **each** reimbursement request.

► Certification Approval Signatures

I have read the tuition reimbursement guidelines and understand them. I certify that the information I have provided is correct and complete, and I have submitted expenses that qualify under the tuition reimbursement guidelines. I understand that only tuition expenses (or other eligible expenses) that have already been paid in full to the school are eligible for reimbursement. In addition, I understand that I will receive a partial reimbursement in the event my reimbursement request exceeds the calendar year limit. In the event of an overpayment, I hereby agree to promptly repay to Bank of America any amount overpaid to me.

Associate's Signature: _____ Print Name: _____ Date: _____

I certify that I met with this associate to review the accuracy of this reimbursement request to ensure that all eligibility requirements have been met and all supporting documentation is attached.

Band 4 (or higher) Manager's Signature: _____ Print Name: _____ Date: _____

► Questions

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Tuition Reimbursement Graduate Level Tuition Repayment Agreement



Once completed, attach this agreement to your *Tuition Request for Reimbursement Form*. Then fax or mail your form and supporting documentation to the Acclaris Reimbursement Center:

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► The Graduate Level Program

The associate named below is eligible for reimbursement of tuition and tuition-related expenses for graduate-level courses under the Tuition Reimbursement Program (the "program").

► Conditions of Reimbursement

Under the program, Bank of America will reimburse the associate for 100% of all tuition and tuition-related expenses (up to \$5,250 per calendar year) upon associate's completion of an approved graduate-level course and receipt by the associate of a grade of B or higher in such course (or "Satisfactory Completion" statement), provided the associate is actively employed by or on a paid leave from Bank of America when the course begins and at the time of reimbursement.

► Repayment Obligation

Bank of America provides graduate-level tuition reimbursement to enhance the associate's ability to contribute to the future success of Bank of America and as an incentive for continuing employment with Bank of America. Therefore, if the associate voluntarily resigns employment (or is involuntarily terminated due to cause as determined by Bank of America) within two years of the date of reimbursement, the associate must immediately repay the portion of the tuition reimbursement specified below.

Time elapsed from date of reimbursement	Percentage of reimbursement to be repaid when employment ends*
Less than 6 months	100%
6 months to <12 months	75%
12 months to <18 months	50%
18 months to <24 months	25%
24 months +	0%

*The repayment is based upon the gross amount of the reimbursement.

► Employment Status

The use of the term "Bank of America" does not mean that the associate is an employee of Bank of America Corporation. The associate remains an employee of the entity that directly pays the associate's salary, and this agreement does not change an associate's existing at-will employee status.

► Entire Agreement

This *Graduate Level Tuition Repayment Agreement* (the "agreement"), together with the *Tuition Request for Reimbursement Form*, sets forth the entire agreement between the parties regarding the subject matter of the agreement. This agreement may not be modified except by an instrument in writing signed by both the associate and an authorized Bank of America representative. Bank of America reserves the right to modify the program.

I have read and understand the provisions of this agreement. I hereby promise that if I voluntarily resign my employment, or I am involuntarily terminated due to cause as determined by Bank of America, within two years of the date of reimbursement under the program, then I will immediately repay Bank of America for the tuition reimbursement in accordance with the above schedule.

Associate's Signature: _____ Print Name: _____ Date: _____

Band 4 (or higher) Manager's Signature: _____ Print Name: _____ Date: _____

- > Maintain a copy of your *Tuition Request for Reimbursement Form*, all receipts and other supporting documentation, and the *Graduate Level Tuition Repayment Agreement* for your records for two years.

► Questions

If you have any questions, please contact Acclaris at www.acclarisonline.com 24 hours a day, 7 days a week or call the Acclaris Reimbursement Center toll-free at 1.866.525.2893, Monday through Friday (excluding certain holidays) between 8 a.m. and 8 p.m. Eastern, to speak with a Customer Service Representative.