

Tuition Reimbursement Checklist



Please review these instructions on completing the Tuition Reimbursement Request for Reimbursement Form. **Failure to correctly complete all required sections 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
 - An official copy of final course grades
 - Proof of tuition payments (including book receipts)
- Retain all originals for your records.
- Fax or mail your completed Tuition Request For Reimbursement Form and copies of supporting documentation to the Acclaris Reimbursement Center:

Fax: 1. 813.387.0755 **OR** Acclaris Reimbursement Center
PO Box 25124
Lehigh Valley, PA 18002-5124

► Prior to Taking Classes

Employee Actions:

- To be eligible for tuition reimbursement benefits, your school must be listed as an eligible institution in the American Council on Education (ACE) publication, accredited with the United States Department of Education or accredited with the Council for Higher Education. To confirm that your school is listed as an eligible institution, log on to <http://www.acenet.edu/resources/memberdirectory/> or <http://ope.ed.gov/accreditation/> or <http://www.chea.org/search>.

Employee 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. Please note that Certificate /Professional Development Programs are not eligible for reimbursement through the Tuition Reimbursement Program. Employees should request reimbursement through their manager for these programs.
 - Your payroll status is designated as “active employed” when the course begins and at the time of reimbursement.
 - You have worked at the bank for at least six months.
 - Your performance is rated as Meets or Exceeds Expectations for both results (the “what”) and behaviors (the “how”) as documented on your current *Performance Plan and Evaluation Form*. This includes your performance from the first day of class until the class is completed and reimbursement is submitted.
 - 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

Employee 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).
 - Official copy of final course grade(s) or official letter of “Satisfactory Completion” for graduate courses.

Employee and Manager Actions:

- Have your manager sign 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)
 - Official copy of final course grade(s) or official letter of “Satisfactory Completion” for graduate courses

Do not return this page.

Tuition Reimbursement Guidelines



Please read the instructions below to complete the attached form properly. If you have questions, please contact Acclaris at www.acclarisbenefits.com 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.

► Who May Request Tuition Reimbursement

- > You must be employed for six months to be eligible for reimbursement.
- > You must be an active U.S.-based full-time, part-time or part-time working less than 20 hours (i.e., hourly) employee 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 employee, a bridged retiree, or receiving severance pay, you are eligible for reimbursement only if you started the course while an active employee.
- > If your employment has been terminated or you have given or received notice of your termination of employment before the reimbursement is paid, 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 and Professional Development 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 copies of final 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:

Fax: 1. 813.387.0755 **OR** Acclaris Reimbursement Center
PO Box 25124
Lehigh Valley, PA 18002-5124

Note: 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.

Do not return this page.

Tuition Request for Reimbursement (RFR) Form Bank of America

This RFR 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, an official copy of your final grade report, tuition bill or statement from the school, and proof of tuition payment to the Acclaris Reimbursement Center. **Failure to correctly complete all required sections could result in non-payment or significant delay in reimbursement payments.**

Fax: 1. 813.387.0755 **OR** Acclaris Reimbursement Center
(Note: New Fax Number) PO Box 25124
Lehigh Valley, PA 18002-5124

▶ **About You** (please print)

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

Contact Phone Number: (____) _____

▶ **Course Information** (use a separate RFR 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: _____

College or university must be listed as an eligible institution in the American Council of Education publication, accredited with the US Department of Education or with the Council for Higher Education.

Type of Course:

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

Job-related course that is **NOT** part of a Certificate Program

Type of Degree:

No degree sought Undergraduate degree Graduate degree, Type of Degree (e.g., MBA) _____

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

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

▶ **Employee and Manager Certifications**

I have read the Tuition Reimbursement Guidelines and understand them. I certify that the information I have provided in this RFR Form and any supporting documentation 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 (less any tuition assistance that I have received from other sources) are eligible for reimbursement. In addition, I understand that notwithstanding the total amount of my qualified expenses in a given calendar year, I will not be entitled to receive more than \$5,250.00 in tuition reimbursement expenses in any calendar year. I also understand that tuition reimbursement expenses that exceed the limit cannot be carried over and resubmitted for reimbursement in a subsequent calendar year. In the event of an overpayment, I hereby agree to promptly repay to Bank of America any amount overpaid to me. If I do not provide documentation acceptable to Bank of America, or provide false or incomplete information, I understand that I may be subject to disciplinary action by Bank of America, up to and including termination of employment.

I hereby authorize the above named university or college to release my student record information to Bank of America or any Third Party Administrator acting on behalf of Bank of America. I understand that the student record information provided may include, but is not limited to: directory information, non-directory information, and/or relevant financial information (including Federal aid related information). I understand and agree that by signing this authorization, I am waiving my rights of nondisclosure of my student records under the Family Educational Rights and Privacy Act (FERPA) as to the entities listed above. I hereby release and hold harmless the above-named university or college from any and all claims and liabilities that may arise from instructions set forth in this authorization, including the unauthorized viewing of my student information by unintended recipients of mail or fax transmissions.

Employee's Signature: _____

Print Name: _____ Date: _____

Manager (Band 1-4) Certification (This section to be completed and authorized by a band 1-4 manager ONLY) I certify that I met with this employee 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: _____

Manager Contact Phone Number: (□□□) □□□-□□□□ □ Manager Band Number (1, 2, 3 or 4) □

Manager Person Number: □□□□□□□□

Manager Email Address: □□□□□□□□□□□□□□□□□□□□□□□□□□

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: **Fax:** 1. 813.387.0755 **OR** Acclaris Reimbursement Center, PO Box 25124, Lehigh Valley, PA 18002-5124.

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.

▶ **The Graduate Level Program**

The employee 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 employee for 100% of all tuition and tuition-related expenses (up to \$5,250 per calendar year) upon employee's completion of an approved graduate-level course and receipt by the employee of a grade of B or higher in such course (or "Satisfactory Completion" statement), provided the employee is actively employed by 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 employee'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 employee 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 employee 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 employee is an employee of Bank of America Corporation. The employee remains an employee of the entity that directly pays the employee's salary, and this agreement does not change an employee'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 employee 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.

Employee's Signature: _____

Print Name: _____ Date: _____

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

Print Name: _____ Date: _____

Manager Contact Number: _____ Manager Band: _____

> 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**

To check claims status, review FAQs and/or download forms log into your account at www.acclarisbenefits.com, 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.