



## Tuition Reimbursement Summary

### General

- Reimbursement does not cover tuition that has been paid by a scholarship, grant, or financial award (excluding a loan) or expenses for room, board, parking, etc.; regardless of how the school applies the credit
- Grades of C or better are eligible to be reimbursed
- Reimbursements must be submitted within 90 days of the end of the school year (August 1st to July 31st)
- Reimbursements will be paid through payroll and will be direct deposited to your 100% account

### Employee Benefit Details (Non-taxable Benefit)

- Eligible to full time employees (US Base and Stores)
- Reimbursement allowed after each semester
- Eligibility to begin classes - 6 months of continuous full-time employment
- Classes must be taken at an accredited college/university or for the purpose of obtaining a GED
- Classes must relate to a position at GFS or a requirement for a degree that can be used at GFS
- Eligible Expenses include tuition, fees, and books
- Maximum two (2) classes per term or semester

Continuous FT Service	Per Calendar Year
6 months to 1 year	\$1,500
2 to 4 years	\$2,000
5 years or more	\$2,500

### Spouse Benefit Details (Taxable Benefit)

- Eligible to full time employees (US Base)
- Reimbursement allowed once per school year
- Eligibility to begin classes - 1 year of continuous full time employment
- Classes must be taken at an accredited college or university
- Eligible expense is for tuition only
- Lifetime maximum benefit is \$6,000

Continuous FT Service	Per School Year
1 year or more	\$1,200

## Dependent Child Benefit Details (Taxable Benefit)

- Eligible to full time employees (US Base)
- Reimbursement allowed once per school year
- Eligibility to begin classes - 1 year of continuous full time employment
- Dependent must be unmarried and age 25 or younger
- Classes must be taken at an accredited college or university
- Eligible expense is for tuition only
- Maximum of 4 years reimbursement for undergraduate classes or for obtaining a GED

Continuous FT Service	Per School Year	Part-time Student
1 to 4 years	\$2,000	\$1,000
5 to 9 years	\$2,500	\$1,000
10 years or more	\$3,500	\$1,000

## Submission

- Click [here](#) to request reimbursement through the Tuition Reimbursement google form.
- Grades and itemized statements showing tuition charges and all methods of payment are required (The student's name must be visible.)
- Allow at least 2 weeks for processing
- After processing, a confirmation email is sent with the payment date and dollar amount

Click [here](#) to review the full Plan Document.

Email [HRBenefits@gfs.com](mailto:HRBenefits@gfs.com) with any questions you may have regarding this benefit.