



Tuition Reimbursement Summary

General

- Reimbursement does not cover tuition/fees that has been paid by a scholarship, grant, or financial award
- The school year begins 8/1 and ends 7/31 - Fall, Winter, Spring and Summer semesters
- The final deadline to request reimbursement from the prior school year is October 31.
- The benefit amount is determined based on the years service you have as of the date of the submitted request each year.
- Reimbursements will be paid through payroll and will be direct deposited to your 100% account
- Degree programs, GEDs and Certificate programs are eligible
- Classes must be taken at an accredited college, university or technical/trade school

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 employment
- Classes/Programs 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 Years of 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 employment
- Eligible expense is for tuition only
- Lifetime maximum benefit is \$6,000

Continuous Years of 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 employment
- Dependent must be unmarried and age 25 or younger
- Eligible expense is for tuition, room, board and other class-related fees
- Maximum of 4 years reimbursement for undergraduate classes

Continuous Years of 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 all 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 with any questions you may have regarding this benefit.