

## Tuition Reimbursement Summary

### General

- 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. Submissions cannot be processed after this date.
- Reimbursement will not include charges that have been paid by a scholarship, grant, or financial award
- Classes must be taken at an accredited college, university, or technical/trade school

ELIGIBILITY					
Type	Frequency	Waiting Period to begin classes	Programs	Charges	Employee Exclusions
Employee	After each term/semester	After 6 months	Degrees, technical/trade school programs, certificate programs	Tuition, books, class-related fees	Part-Time, Temporary & US Specialty Company
Spouse	Once per school year	After 1 year	Degrees, technical/trade school programs	Tuition, class-related fees	Part-Time, Temporary & US Specialty Company, and some store employees
Unmarried Dependent Child	Once per school year	After 1 year	Undergraduate degrees, technical/trade school programs	Tuition, class-related fees, on campus room/board	(Full-Time Hourly Sales Associates & Van Delivery Drivers)

### 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

### Payout Details

- The dollar amount is determined based on the years of service you have as of the date of the submitted request each year
- Reimbursements will be paid through payroll via direct deposit to your 100% account.
  - Spouse and dependent child payouts are taxed as income

Type	Lifetime Maximum	Continuous Years of Service	Maximum Reimbursement	Benefit Reset
Employee	N/A - Must relate to a position at GFS	6 months to 1 year	\$1,500	Calendar Year
		2 to 4	\$2,000	
		5 years +	\$2,500	
Spouse	\$6,000	1 year +	\$1,200	School year
Unmarried Dependent Children	4 years	FT Student		
		1 to 4	\$2,000	
		5 to 9	\$2,500	
		10 years +	\$3,500	
		Part Time Student		
		1 year +	\$1,000	

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.