Gordon FOOD SERVICE

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
- Courses must be taken at an accredited college, university, technical/trade school, or an eligible certificate program

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 (Full-Time Hourly Sales Associates & Van Delivery Drivers)
Unmarried Dependent Child	Once per school year	After 1 year	**Undergraduate** degrees, technical/trade school programs	Tuition, class-related fees, on campus room/board	

Submission

- In Workday, go to **Benefits and Pay** to request reimbursement
- Documentation* (final grades and itemized statements) showing all charges and all methods of payment are required
- Allow at least 2 weeks for processing
- After processing, a confirmation email is sent to you from GFS - Workday (gfs@myworkday.com).
    - ***To ensure your reimbursement is processed quickly, review these attachment standards:** Mobile screenshots are not accepted. Documentation must be uploaded in Full-Page Format (PDF preferred). Each attachment must clearly display the full document. This ensures all required details—name, institution, date, and itemized costs—are visible in one clear document.

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

<table>
<tr><th>Type</th><th>Lifetime Maximum</th><th>Continuous Years of Service</th><th>Maximum Reimbursement</th><th>Benefit Reset</th></tr>
<tr><td rowspan="3">Employee</td><td rowspan="3">N/A - Must relate to a position at GFS</td><td>6 months to 1 year</td><td>$1,500</td><td rowspan="3">Calendar Year</td></tr>
<tr><td>2 to 4</td><td>$2,000</td></tr>
<tr><td>5 years +</td><td>$2,500</td></tr>
<tr><td>Spouse</td><td>$6,000</td><td>1 year +</td><td>$1,200</td><td rowspan="8">School year</td></tr>
<tr><td rowspan="7">Unmarried Dependent Children</td><td rowspan="7">4 years</td><td colspan="2">FT Student</td></tr>
<tr><td>1 to 4</td><td>$2,000</td></tr>
<tr><td>5 to 9</td><td>$2,500</td></tr>
<tr><td>10 years +</td><td>$3,500</td></tr>
<tr><td colspan="2">Part Time Student</td></tr>
<tr><td>1 year +</td><td>$1,000</td></tr>
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Click here to review the full Plan Document.

Email HRBenefits@gfs.com with any questions you may have regarding this benefit.