

Publix Tuition Reimbursement: Graduate Program Application

(pursuing a master's degree)

Program eligibility and reimbursement requirements

We appreciate your interest in the Publix Tuition Reimbursement Graduate Program. To be eligible for the program, you must meet the following criteria:

- Pursue a graduate degree that is required or preferred based on your current position or established career path** or meets an approved corporate need. At this time, retail positions do not require or prefer a graduate level degree; associates in these positions would not qualify for this program.
- Receive manager and vice president approval
- Have completed 2 years of continuous full-time employment since your last hire date
- Maintain a minimum *Total Performance Rating of Meets Expectations* or better on your performance evaluations
- Agree to remain employed in your current or higher-level full-time position while in the program and for 2 years following final reimbursement
- Receive a grade of "C" or better in the class
- Attend a school that is regionally accredited by the Southern Association of Colleges and Schools (www.sacs.org) or one of its 5 regional equivalents: Middle States, New England, North Central, Northwest or Western (each named after the region in which it operates)

Tuition expenses reimbursed

- Reimbursement begins from the date of acceptance into the program.
- Reimbursement is not retroactive for courses completed prior to acceptance into the program.
- Publix will reimburse the cost of tuition only, up to the maximum amount established by Publix. The current graduate limit is \$16,900.
- Any scholarships or grants received will be deducted from your tuition costs, unless they are awarded specifically for non-tuition related expenses.
- Participants must submit a Reimbursement Request at least once each year to remain active in the program. If removed for no activity, a new application is needed to rejoin.
- Participants must be actively working at Publix on the date reimbursement funds are disbursed.
- The entire amount of your tuition reimbursement is subject to income taxes:
 - Federal and state income tax withholding (if applicable) and Social Security and Medicare taxes (FICA taxes) will be deducted from your tuition reimbursement funds.
 - Federal income tax will be withheld at the supplemental income tax withholding rate.
 - The gross amount of your tuition reimbursement funds will be included in Box 1 of your Form W-2.

Associate information

Name	Personnel number	Personal email address Verify your email address in PASSport.
Job title	Support department name	
Are you interested in pursuing a career with Publix after graduation? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please describe in what capacity: _____		
Are you willing to sign the <i>Graduate Program Repayment Agreement</i>, which states that you intend to remain employed in your current or higher-level full-time position during participation and for 2 years following final reimbursement? <input type="checkbox"/> Yes <input type="checkbox"/> No		

School and program information

School you attend or plan to attend		
Current classification <input type="checkbox"/> Currently enrolled <input type="checkbox"/> Not yet enrolled Major: _____	Majority of courses will be taken: <input type="checkbox"/> In a classroom <input type="checkbox"/> Online	Expected graduation date
Does this school/program offer college credits for work-related experience? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, indicate the total number of credits you can obtain for your work-related experience: _____		
Do you plan to participate in an accelerated program? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Will participation in the program impact your current work schedule? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Explain how your major relates to your current position or established career path**		

**Established career path is the natural progression within your current business area.

Explain how this degree will help you accomplish your career goals

Associate acknowledgement

I certify that the statements on this application are correct and understand that any reimbursement of tuition costs is subject to acceptance into the program and submission of all required paperwork by the established deadlines. I also understand that my application will not be processed if any part of this form is incomplete or required approval is not obtained. I also agree to the terms as stated within the Tuition Reimbursement Application as set forth or any changes that may occur.

Associate signature: _____

Date: _____

Management approvals

Instructions: Once the department head and vice president sections are completed, return the form to the associate, so they can submit it to the tuition reimbursement department using the contact information at the end of this form.

Department head to complete		
Does the associate meet <i>all</i> program eligibility requirements? <input type="checkbox"/> Yes <input type="checkbox"/> No		
This graduate degree (select all that apply): <input type="checkbox"/> Is required or preferred based on the associate's current position <input type="checkbox"/> Is required or preferred based on the associate's established career path (the natural progression for an associate within his or her current business area). <input type="checkbox"/> Will satisfy an existing corporate need		
Do you recommend approval of this request? <input type="checkbox"/> Yes <input type="checkbox"/> No, because:		
Department head's printed name	Department head's signature	Date
Vice president to complete (Review the application and the department head's recommendation.)		
Do you recommend approval of this request? <input type="checkbox"/> Yes <input type="checkbox"/> No, because:		
Vice president's name	Vice president's signature	Date

Once we receive your application, you'll receive an email at the address you provided in PASSport and from your immediate supervisor/manager. It is your responsibility to confirm the paperwork has been received. If you do not receive an email confirmation within 48 hours of submitting, please contact us. Processing can take up to 6 weeks from receipt date. If you have questions, please visit the Tuition Reimbursement Program page on publix.org or contact us.	Tuition reimbursement department Email: Tuition.Reimbursement@publix.com Phone: (863) 688-7407 ext. 55999 Fax: (863) 284-3325 Interoffice: ATTN: Human Resources: Tuition Reimbursement When contacting us, please provide your Publix personnel number (located on your pay statement).
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