

Publix Tuition Reimbursement Program: Individual Course Application

Program eligibility and reimbursement requirements

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

- Take a class that will directly affect your ability to perform your current job (including Spanish or English as a second language)
- 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)
- Have worked for Publix for at least 90 consecutive days since your last hire date
- Maintain a minimum *Total Performance Rating of Meets Expectations* on your performance evaluations
- Maintain a minimum average of 10 work hours per week based on a 52-week average or entire employment if employed less than one year
- Receive approval from both an immediate supervisor and the store manager or assistant store manager (for retail) or department head (for non-retail)
- Receive a grade of "C" or better in the class (or a "pass" grade in a "pass/fail" program)

Note: If your course is part of a degree program, complete the Undergraduate Application (associate or bachelor's degree) or the Graduate Application (master's degree).

Tuition expenses reimbursed

- Reimbursement begins from the date of acceptance into the program and 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.
- 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.

Current reimbursement limits

Reimbursement Limits	Amount
Annual calendar limit	\$2,200
Lifetime limit	\$4,400

The sum of all reimbursements for the occupational/technical, individual course, and community/two-year college programs may not exceed the limits shown (\$2,200 in a calendar year/\$4,400 total). Additionally, the sum of all payments for occupational/technical, individual course, community/two-year college, and university/four-year college programs may not exceed \$4,000 in a calendar year/\$16,000 total.

Associate information

Name	Personnel number	Personal email address Verify your email address in PASSport.
Job title	Store number or support department name	

School and course information

School you attend or plan to attend
Class you plan to take
How does this class relate to and affect your ability to perform your current job?

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

Before completing this section: Discuss with the associate any changes in their availability and your own business scheduling needs. You should also determine whether the associate meets the eligibility requirements.

After completing this section: 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.

Immediate manager/supervisor to complete		
Is the class directly related to the associate's current job, and will it improve his/her ability to perform the job? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Was the last Total Performance Rating at least Meets Expectations? <input type="checkbox"/> Yes <input type="checkbox"/> No For new hires with no evaluation on file, please indicate if current performance is at least Meets Expectations. Mo/Yr: _____ Rating: _____		
Do you recommend approval of this request? <input type="checkbox"/> Yes <input type="checkbox"/> No, because:		
Manager/supervisor's printed name	Manager/supervisor's signature	Date
Store manager (retail) or department head (non-retail) to complete (Review the application and immediate supervisor's recommendation.)		
Do you recommend approval of this request? <input type="checkbox"/> Yes <input type="checkbox"/> No, because:		
Store manager or assistant store manager/department head's name	Store manager or assistant store manager/department head's signature	Date

<p>Once we receive your application, you'll receive an email at the address you provided in PASSport and at the store (retail) or from your immediate supervisor/manager (non-retail). 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.</p> <p>If you have questions, please visit the Tuition Reimbursement Program page on publix.org or contact us.</p>	<p>Tuition reimbursement department Email: Tuition.Reimbursement@publix.com Phone: (863) 688-7407, ext. 55999 Fax: (863) 284-3325 Interoffice: ATTN: Human Resources: Tuition Reimbursement</p> <p>When contacting us, please provide your Publix personnel number (located on your pay statement).</p>
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