

Publix Tuition Reimbursement: Individual Course Reimbursement Request

Instructions

For a class to be considered for reimbursement, send the following to the tuition reimbursement department **within 45 days from class end date**:

- a completed copy of this form
- a copy of your grade report and
- an itemized receipt (showing a breakdown of your tuition cost for your class and the method/s of payment).

Once your request is processed, 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.**

Tuition reimbursement department

If you have questions, please visit the Tuition Reimbursement Program page on publix.org or contact us.

Email: Tuition.Reimbursement@publix.com

Phone: (863) 688-7407, ext. 55999

Fax: (863) 284-3325

Address: Publix Super Markets, Inc.

Human Resources/Tuition Reimbursement Program

P.O. Box 407

Lakeland, FL 33802-0407

When contacting us, please provide your Publix personnel number (located on your pay statement).

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

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 attended | | | | | |
| Course # | Course Title | Start Date | End Date | Credit Hours | Grade |
| | | | | | |

Payment information – from your attached receipt(s)

| | |
|---|--------------------------|
| Total Tuition Cost | \$ |
| Methods of Payment | Amount of Payment |
| Grants and/or Scholarships* | \$ |
| Loans and/or Prepaid Tuition | \$ |
| Cash, Check, Money Order and/or Credit Card | \$ |

*Tuition expenses paid for with grants or scholarships will not be reimbursed.

Reimbursement criteria: To be eligible to receive reimbursement, you must

- be a current and approved Tuition Reimbursement Individual Course participant on the date that your classes ended
- participate in an approved area of study at a regionally accredited school
- be an active associate with at least 90 days of consecutive service since your last hire date
- maintain a minimum average of 10 work hours per week based on a 52-week average or entire employment if employed less than 1 year
- maintain a minimum *Total Performance Rating of Meets Expectations* on your performance evaluation
- receive a grade of "C" or better in the class and
- be an active Publix associate on the date funds are disbursed.

Note: 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.