

Publix. Tuition Reimbursement: Occupational/Technical 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 each 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).

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			
Name of program			
Have you completed the program and earned your certificate or diploma? <input type="checkbox"/> Yes <input type="checkbox"/> No			
If no, what is the expected program completion month and year? _____			
Course Title	Start Date	End Date	Final 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 Occupational/Technical participant on the date your classes ended
 - participate in an approved area of study at a Publix approved 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*
 - 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.