

Graduate Education Reimbursement Policy (U.S.)

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Overview

Adobe will provide a one-time financial reimbursement for newly hired employees completing their undergraduate, graduate degree or university program, to cover tuition costs up to \$10,000 USD incurred within 12 months prior to their hire date.

What is Covered?

Adobe's Graduate Education Reimbursement benefit covers up to \$10,000 USD for undergraduate, graduate, PhD, and MBA degree programs through [accredited institutions](#). This program covers the cost of tuition, course fees, test fees and required books specific to and as part of your degree. This program does not cover costs of certifications, course work that is not part of a degree program or housing fees ([see extended list below](#)).

Who is Eligible?

All newly hired (within 6 months) US Adobe employees who have graduated within the past 12 months are eligible for this benefit. Regular employees include part-time employees who work the minimum hours required to be eligible for benefits. Interns and Adobe-paid temporary employees are not eligible.

Definition of New Hire: An employee is considered a new hire from their hire date (first day on Adobe payroll) up to six months.

Benefits Amounts

The plan will allow a one-time claim of up to \$10,000 USD minus any applicable taxes. The claim must be submitted within 6 months of hire date and include proof of graduation, all applicable receipts and proof of course completion. The program only covers costs incurred within 12 months prior to hire date. Adobe is not responsible for reimbursement of any programs or eligible costs which exceed the one-time benefit amount.

Income Tax Implications

The IRS allows reimbursement to be paid tax-free, as outlined in Code Section 127, up to a maximum of \$5,250 USD per calendar year. If you utilize the full benefit of \$10,000, \$4,750 will be treated as taxable income. Due to the tax-free treatment of this benefit, employee participating in the Graduate Education Reimbursement program cannot also participate in Education Reimbursement within the same calendar year, however they are eligible to participate in the Learning Fund Professional development program.

How the Benefit Works

You will receive a one-time reimbursement for the cost of tuition, course fees, and required books specific to your course work completed within the past 12 months prior to becoming an employee of Adobe. The cost of eligible

courses and programs included in the Graduate Education Reimbursement benefit is paid from the corporate budget—not from individual cost centers.

New hires must have manager verbal approval, complete an online application and claim, show proof of successful completion of graduation, course with a grade of “C” or better or “P” (if pass/ fail) and any applicable receipts. Adobe will pay 100% of eligible costs up to the maximum benefit allowed, less appropriate taxes as applicable.

Due to the tax benefit of this program, this Graduate Education Reimbursement program does not coordinate with Adobe's Education Reimbursement program. You cannot participate in both programs within the same calendar/tax year.

Reimbursement Process

Adobe will accept only one claim, so all receipts and documentation must be submitted at once.

1. Log on to TRI-AD, our reimbursement administrator, and register to submit your claim. Single Sign (SSO) or www.tri-ad.com
2. Select the Education Plans tile to enter the claims system and then select Manage Education Application/Claims tile.
3. Select the Submit Education Reimbursement Application and complete the required information.
4. Once submitted, you will automatically navigate to the claim's submission portion. To successfully submit and complete your claim for reimbursement you must upload all necessary documentation including proof of graduation, all applicable receipts and proof of course/s completion.
5. Application will be submitted to TRI-AD for approval and your manager will be notified of your reimbursement submission activity.

Reimbursements are processed through Payroll and are automatically deposited into your paycheck within two pay periods of your successful claim submission. The reimbursed amount will be reflected in the section marked “other” on your paystub and will be coded as “educast.”

Reimbursement Expenses

Eligible:

Tuition only: receipt must state tuition (additional itemized costs will NOT be eligible)

Registration Fee

Education/Online Fee (online courses)

Required Textbooks (textbook receipts must show title of book purchased—tax and shipping is eligible)

Test Fees

Graduation Fee

Not Eligible:

Access/Upgrade CLEP Test Fees
Accidental Insurance Premium
Association Fee
Counseling Fee (academic or health)
Document Fee
Enhancement Fee (ACAD)
Facility Fee
General Service Fee
GMAT – Graduate Test Fee
Health Service Fee
Housing
I.D. Tag
IRA Fee
Lab Fee/Supplies
Late Fees
Library Fee
LSAT – Law School Admission Test Fee
Meals
Parking
Partial Payment Fee
Preliminary Test Fee (placement evaluation test)
Printing Fee
Recreation Center Fee
School supplies (pens, pencils, calculators, etc.)
Software/Hardware
Student Activity Fees
Student Government Fee
Student Services Annual Association Fee
Technology Fee
Transcript Fees
Travel/Transportation Cost
University Union Dues/Fees

Note: The above lists are meant to be a representation of the types of expenses that are either eligible or not but are not exhaustive lists.

Disclaimer

Adobe reserves the right to interpret and to make changes to or withdraw from this plan at any time, subject to applicable legal requirements.

FAQs

Q: What is the Graduate Education Reimbursement benefit?

A: Adobe will provide a one-time financial reimbursement for newly hired employees completing their undergraduate, graduate degree or university program from an accredited institution, to cover tuition costs up to \$10,000 USD incurred within 12 months prior to their hire date.

Q: Who is eligible for Graduate Education Reimbursement?

A: All newly hired (within 6 months) U.S. Adobe employees who have graduated within the past 12 months are eligible for this benefit. Regular employees include part-time employees who work the minimum hours required to be eligible for benefits. Interns and Adobe-paid temporary employees are not eligible.

Definition of New Hire: An employee is considered a new hire from their hire date (first day on Adobe payroll) up to six months.

Q: How much is the Graduate Education Reimbursement benefit?

A: The benefit will allow a one-time claim of up to \$10,000 USD minus any applicable taxes. The claim must be submitted within 6 months of hire date.

Q: Is this benefit taxable?

A: A portion of the benefit is taxable. The IRS allows reimbursement to be paid tax-free, as outlined in Code Section 127, up to a maximum of \$5,250 USD per calendar year. If you utilize the full benefit of \$10,000, \$4,750 will be treated as taxable income.

Q: Do I need approval from my manager?

A: Yes. You should have a conversation with your manager letting them know you're applying for this benefit. Once you submit your claim through the system, your manager will receive a notification.

Q: How do I submit a claim for reimbursement?

A: 1. Log on to TRI-AD, our reimbursement administrator, and submit your claim. [Single Sign \(SSO\)](#) or <http://www.tri-ad.com/>

2. Select the **Education Plans** tile to enter the claims system and then select **Manage Education Application/Claims** tile.

3. Select the **Submit Education Reimbursement Application** and complete the required information.

4. Once submitted, you will be taken to the claim submission portion. To successfully submit and complete your claim for reimbursement, you must upload all applicable receipts and necessary documentation, including proof of graduation and course completion.

5. Your application and claim will be submitted to TRI-AD for review and approval. Your manager will be notified when your claim is approved.

Q: What documentation do I need to submit?

A: Proof of graduation, all applicable receipts, and proof of course completion are required for reimbursement. The program only covers costs incurred within 12 months prior to hire date. Adobe is not responsible for reimbursement

of any programs or eligible costs which exceed the one-time benefit amount. Adobe will accept only one claim, so all receipts and documentation must be submitted at once.

Q: When is the deadline to submit for reimbursement?

A: You have 6 months from your date of hire to submit your claim. Adobe will accept only one claim, so all receipts and documentation must be submitted at once.

Q: How and when do I receive my reimbursement?

A: Reimbursements are processed through Payroll and are automatically deposited into your paycheck within two pay periods of your successful claim submission. The reimbursed amount will be reflected in the section marked "other" on your paystub and will be coded as "educast."

Q: Can I participate in the Graduate Education Reimbursement Program and Education Reimbursement in the same calendar year?

A: No, employees are only eligible to participation in either the Graduate Education Reimbursement program or Education Reimbursement, not both.

Q: Can I submit my housing expenses?

A: No, housing expenses are not included in the program. The program only covers costs related to tuition and education expenses.

Q: Do I need to submit my claim all at once?

A: Yes, this program allows a one-time claim. It's important that you include proof of graduation, all the applicable documentation and receipts when you file your claim.

Q: How many times can I apply for this program?

A: This is a one-time claim that needs to be submitted prior to 6 months after your hire date.

Q: I just graduated from grad school. Can I participate in this program?

A: Yes. This program covers undergrad and graduate degree programs.

Q: Does the Graduate Education Reimbursement Program cover certifications?

A: No. The program only covers undergrad and graduate degrees from accredited colleges and universities.

Q: Does the program cover scholarships?

A: Scholarships are not eligible for reimbursement through this program.

Q: Can I participate in the other Learning Fund programs?

A: Due to the tax-free treatment of this benefit, employee participating in the Graduate Education Reimbursement program cannot participate in Education Reimbursement within the same calendar year, however they are eligible to participate in the Learning Fund Professional Development Program.

Q: Why is the program effective date 12/1/2018?

A: 12/1 is the start of Adobe's fiscal year and the first date approved by the company to fund the program. Only new hires starting after 12/1/2018 are eligible for the benefit.

Q: Who do I contact if I have questions or need help?

A: For questions about the Graduate Education Reimbursement benefit you may contact Tri-Ad by phone at 1 (855)-482-3623 (M-F, 5am-to 6pm PT) or via email at adobebenefits@tri-ad.com.