

Graduate Education Reimbursement Policy

U.S.

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](#)).

Who is eligible?

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.

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 [My Adobe Reimbursements](#) (powered by Benify), our reimbursement administrator.
2. Click *My Reimbursements*.
3. Under Graduate Reimbursement click *Make a Claim > Submit a Claim*.
4. Complete the required fields.
5. Upload all necessary documentation including proof of graduation, all applicable receipts and proof of course/s completion.
6. Click *Continue*.
7. Review your reimbursement submission and click *Confirm*.
8. Your claim will be submitted to My Adobe Reimbursements 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

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

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

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

What is the Graduate Education Reimbursement benefit?

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.

Who is eligible for Graduate Education Reimbursement?

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.

How much is the Graduate Education Reimbursement benefit?

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.

Is this benefit taxable?

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.

Do I need approval from my manager?

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.

How do I submit a claim for reimbursement?

1. Log on to [My Adobe Reimbursements](#) (powered by Benify), our reimbursement administrator.
2. Click *My Reimbursements*.
3. Under Graduate Reimbursement click *Make a Claim > Submit a Claim*.
4. Complete the required fields.
5. Upload all necessary documentation including proof of graduation, all applicable receipts and proof of course/s completion.
6. Click *Continue*.
7. Review your reimbursement submission and click *Confirm*.
8. Your claim will be submitted to My Adobe Reimbursements for approval and your manager will be notified of your reimbursement submission activity.

What documentation do I need to submit?

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.

When is the deadline to submit for reimbursement?

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.

How and when do I receive my reimbursement?

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."

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

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

Can I submit my housing expenses?

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

Do I need to submit my claim all at once?

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.

How many times can I apply for this program?

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

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

Yes. This program covers undergrad and graduate degree programs.

Does the Graduate Education Reimbursement Program cover certifications?

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

Does the program cover scholarships?

Scholarships are not eligible for reimbursement through this program.

Can I participate in the other Learning Fund programs?

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.

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

December 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.

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

For questions about the Graduate Education Reimbursement benefit, you may contact My Adobe Reimbursements by phone at 800-269-6700 (M–F, 6:30am to 3:30pm PT) or via email at myadobereimbursements@stradaglobal.com.