Education Reimbursement Application
Concur

This application must be completed and approved by your manager prior to the start of the course or program. Keep a copy of this approval form to submit with your reimbursement report once you complete the course(s).

EMPLOYEE NAME

EMPLOYEE ID NUMBER*   HIRE DATE

OFFICE LOCATION

UNIVERSITY OR INSTITUTION OF HIGHER LEARNING

COUNTRY

CERTIFICATE ORGANIZATION

COURSE

DATES FROM – TO

HOURS FROM – TO   BRIEF DESCRIPTION

ELIGIBILITY REQUIREMENTS

☐ Are you a regular employee? (Interns and Adobe Paid Temps are also eligible in EMEA)

☐ Is this course directly related to your career growth at Adobe?

☐ Will this course be taken at a recognized university or institution of higher learning, as determined by your manager?

☐ Will you be employed with Adobe at the time of start and end of the course/program?

☐ Does the course or program exceed one week in duration, based on start date and end date of the course or program?

☐ If you're applying for certification, is it listed in the policy as an approved program?

Note:
One- or two-day courses, seminars and workshops are NOT reimbursable through the Education Reimbursement Benefit. If you are interested in a short-term learning opportunity, please visit Inside Adobe or *Benefits.Adobe.com*. Search: Professional Development

LEVEL OF EDUCATION (CHECK ONE)

☐ Certificate Program

☐ Undergraduate Program (AA, BA, BS)

☐ Graduate Program (MBA, MS, PhD)

REASONS FOR TAKING THE COURSE(S)

ESTIMATED COST OF TUITION AND TEXTBOOK

I understand and agree that I must continue to satisfactorily perform my job functions, as directed by my manager, to participate in this program. I understand it is my responsibility to read and understand the program guidelines. I also understand that Adobe has the right to deny the claim if the course is not eligible under the Education Reimbursement Program policy.

EMPLOYEE SIGNATURE   DATE

MANAGER SIGNATURE   DATE

Should you or your manager have any questions regarding the "Education Reimbursement Program" policy, please contact the Employee Resource Center at *erc@adobe.com*.

Upon successful completion of your course(s) with a grade of "C" or better, or "P" (pass/fail), or successful completion of a certification, please upload the following required documentation:

1. Copy of your grade report
2. A copy of this application form (approved by your manager)
3. University or institution "detail" invoice(s) listing tuition and fees charged
4. Invoices/receipt for textbooks

* To find your employee ID number, log into *Workday* > click on your photo at the top right of screen > click **View Profile** > click **Job** in the left rail, and your employee ID is the first number listed.