Global Benefits & Wellbeing

Global Education Reimbursement Policy

Continued learning is a key part of engagement, growth and career development for all employees at Adobe. Whether you're interested in higher education or an advanced specialization, it's important that all employees have the opportunity to continue their development.

Adobe will provide education reimbursement for degree, university and certain certification programs designated by the business. All course work must be business related and meet other eligibility criteria described within this policy document. The cost of eligible courses and programs included in the Education Reimbursement benefit is paid up front by the employee and reimbursed from the corporate budget — not from individual cost centers. The "business related" determination of courses and programs is determined by the manager.

If you're interested in short-term learning opportunities, please refer to the Professional Development Reimbursement Policy on Inside Adobe > Search: *Learning Fund*.

Eligibility

All regular Adobe employees who are in good performance standing are eligible for this benefit. Regular employees include part-time employees who work the minimum hours required to be eligible for benefits. Adobe Interns are not eligible, and Adobe-paid temporary employees are not eligible except where legally required. You must be employed with Adobe when the learning opportunity begins and ends to receive reimbursement.

Benefits amounts

The maximum benefit is $10,000 USD per calendar year. These amounts may be considered taxable income for employees unless not required by local tax rules. Your Education Reimbursement Program benefit does not carry forward from one calendar year to the next. If you do not use your benefit, you will forfeit any unused amount.
To see the list of currency rates by country, visit Inside Adobe > Search: *Learning Fund*.

Adobe

What is covered?

Adobe's Education Reimbursement benefit covers up to $10,000 USD, or equivalent, per year for undergraduate, graduate, PhD, and MBA degree programs and academic certifications through accredited institutions and institutions of higher learning that issue degrees, or equivalent outside the United States (U.S.). In Canada, please view the Directory of Educational Institutions. Outside the U.S. and Canada, please discuss with your manager to ensure the course is offered at a recognized university or institution. Below are examples of eligible expenses as a guide. ***This is not a comprehensive list.*** If you have an item that does not fall into one of these categories, here are some questions to think through:

- Does this course or certification enable me to grow professionally in my role at Adobe?
- Is this item on the "not covered" list?

Examples of eligible expenses

- **Tuition only:** receipt must state tuition (additional itemized costs, including tuition financing fees, will NOT be eligible)
- **Registration fee**
- **Education/online fee** (online-courses)
- **Courses available through a third party partnered with an accredited institution** (ex: ExecOnline)
- **Required textbooks or e-books** (textbook receipts must show title of book purchased; tax and shipping are eligible)
- **Certification, pre-training, and test fees** (must be through an accredited institute)

What is not covered?

The Education Reimbursement benefit only covers personal skill development opportunities related to an employee's career growth at Adobe. The following items are NOT eligible for reimbursement under the program. ***This is not a comprehensive list.*** *Adobe reserves the right to deem other items ineligible.*

Category	Examples of ineligible expenses
Financial	Fees related to foreign transaction fees, currency exchange, banks, credit cards, investing, trading accounts or similar. Purchases on corporate cards, gift cards, personal bills.
Travel	Flights, hotels, fuel, meal expenses, other travel costs
University fees	University union, transcript fee, tuition financing fees, student services annual association, student government, student activity, recreation center, library, late fee, lab and supplies, institutional, health service, parking, facility fee, counseling (academic or health)
Recertifications	Please see Professional Development Fund
Coaching	Yoga, therapy, life coaching, professional coaching
Entrance exams	LSAT, CLEP, GMAT

Reimbursement deadlines

All receipts are due no later than midnight local time on the deadline for your country (see below). No exceptions will be made. Reimbursements will be issued through Payroll after you submit your invoice and all receipts, and your claim is approved. Depending on the date you submit your receipt for reimbursement, you will receive your reimbursement amount in accordance with normal pay periods and timelines for your respective country.

United States: You must submit your reimbursement claims to My Adobe Reimbursements (powered by Benify) with all required documentation for courses and programs you completed in the current year by the first Friday in December. Any claims submitted or approved after this day will be reimbursable from the next calendar year's allowance.

Rest of World: Claims must be filed and approved by December 30th of the current calendar year. You may file for reimbursement of paid expenses after the above deadline through the following calendar year; however, the funds will be reimbursed against the next calendar year's benefit.

Reimbursement process: U.S.

Note: Instructions below are applicable only to employees in the U.S. Visit the Rest of World page for those regional instructions. *This is a 2-step process. Both steps must be completed for reimbursement to be paid out.*

Step 1

This step MUST be completed prior to registration and course start date. Failure to complete this step puts you at risk of forfeiting your reimbursement. Once you have verbal approval from your manager, submit your application by logging in to My Adobe Reimbursements (powered by Benify) and following these instructions:

1. Click *My Reimbursements*.
2. Under Education Reimbursement, click *Request Pre-approval*.
3. Click *Submit a Pre-approval*.
4. Complete the required fields and click *Continue*.
5. Review your application and click *Confirm*.
6. Once you've submitted your application, your manager will receive an email notification requesting that they review and approve your application. Your manager's approval or denial will be emailed to you.
7. Upon application approval, you may register and complete the course. If your application is denied, My Adobe Reimbursements will contact you for more information or your manager will let you know about their decision to deny.

Helpful tip: Follow the Claiming Reimbursement steps below to complete the reimbursement process.

Step 2

Once your claim is approved by your manager and the course is paid for and successfully completed, log in to My Adobe Reimbursements (powered by Benify) and follow these instructions:

1. Click *My Reimbursements*.
2. Under Education Reimbursement, click *Make a Claim*.
3. Click *Submit a Claim*.
4. Complete the required fields.
5. Upload proof of course completion and passing grade.
6. Upload your scanned receipt.
7. Click *Continue*.
8. Review your reimbursement submission and acknowledge that you've read the policy and had a conversation with your manager and click *Confirm*.

Handwritten or receipts for "cash" payments are no longer accepted. Employees cannot use their corporate cards to make payments. Reimbursements will be issued through Payroll after you submit your invoice and all applicable receipts, and your claim is fully approved. Depending on your claim submission and approval dates, you will receive your reimbursement in accordance with normal pay periods and timelines for your respective country. For the U.S., the reimbursed amount will be reflected in the section marked "earnings" on your paystub and will be coded as "Educ Assistance". Reimbursements are paid via a separate check.

Income tax implications

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

Reimbursement process: Australia, Austria, Belgium, France, Germany Ireland, Italy, New Zealand, Romania, Singapore, South Africa, Spain, Sweden, Switzerland, Thailand, and UK.

Note: Instructions below are applicable only to employees in Australia, Austria, Belgium, France, Germany, Ireland, Italy, New Zealand, Romania, Singapore, South Africa, Spain, Sweden, Switzerland, Thailand, and UK.. See U.S. page for those country-specific instructions, or visit the Rest of World page for those regional instructions. *This is a 2-step process. Both steps must be completed for reimbursement to be paid out.*

Step 1

This step MUST be completed prior to registration and course start date. Failure to complete this step puts you at risk of forfeiting your reimbursement. Once you have verbal approval from your manager, you may pay for your development opportunity. To be reimbursed, log into My Adobe Benefits (powered by Benify) and follow these instructions:

1. Click *My Reimbursements*.
2. Under Education Reimbursements, click *Request Pre-approval*.
3. Click *Submit a Pre-approval*.
4. Complete the required fields and click *Continue*.
5. Review your application and click *Confirm*.
6. Once you've submitted your application, your manager will receive an email notification requesting that they review and approve your application. Your manager's approval or denial will be emailed to you.

Step 2

Upon approval by your manager and the course is paid for and successfully completed, log into My Adobe Benefits (powered by Benify) and follow these instructions:

1. Click *My Reimbursements*.
2. Under Education Reimbursement Program, click *Make a Claim*.
3. Click *Submit a Claim*.
4. Complete the required fields.
5. Upload proof of course completion and passing grade.
6. Upload your scanned receipt.
7. Click *Continue*.
8. Review your application and acknowledge that you've read the policy and had a conversation with your manager and click *Confirm*.

Managers: You will receive a notification from My Adobe Benefits (powered by Benify) that your employee has submitted a claim. Please log on and review the claim including coursework, costs and vendor/institution. Once you approve, the claim will be sent to the vendor for final approval and processing.

Once your claim is approved, your manager will receive an automated email confirming your request. No further action is needed. Reimbursements will be issued through Payroll within two pay periods of your successful claim submission. My Adobe Benefits (powered by Benify) will notify you if there are any issues with your claim. Approved claims will be reimbursed through Payroll within two pay periods of your successful claim submission.

Handwritten or receipts for "cash" payments are no longer accepted. Employees cannot use their corporate cards to make payments. If a learning opportunity is cancelled after reimbursement has been received, the employee may be able to apply the funds to a new learning opportunity or they must return the funds to Adobe.

Reimbursement process: Rest of World

Note: See U.S. page for those country-specific instructions. *This is a 2-step process. Both steps must be completed for reimbursement to be paid out.*

Step 1

This step MUST be completed prior to registration and course start date. Failure to complete this step puts you at risk of forfeiting your reimbursement. Once you have verbal approval from your manager, you may pay for your development opportunity. To be reimbursed, log into My Adobe Benefits (powered by Darwin) and follow these instructions:

1. Click *Spending Accounts*.
2. Click *Make a Claim*.
3. For Type of Claim, select *Education Application*.
4. Complete the required fields and click *Next* or *Submit*.
5. Once you've submitted your application, your manager will receive an email notification requesting that they review and approve your application. Your manager's approval or denial will be emailed to you.

Step 2

Upon approval by your manager and the course is paid for and successfully completed, log into My Adobe Benefits (powered by Darwin) and follow these instructions:

1. Click *Reimbursements*.
2. Click *Make a Claim*.
3. For Type of Claim, select *Education Reimbursement.*
4. Complete the required fields.
   Note: If you're submitting a receipt outside of your home country, you'll need to convert the currency to your home country currency.
5. Upload and attach scanned receipts and invoices along with a copy of your final grade or completion report.
   Note: Invoice costs as well as receipts are required for reimbursement.
6. Review the information and click *Next* to submit.

Managers: You will receive a notification from My Adobe Benefits that your employee has submitted a claim. Please log on and review the claim including coursework, costs and vendor/institution. Once you approve, the claim will be sent to the vendor for final approval and processing.

Once your claim is approved, your manager will receive an automated email confirming your request. No further action is needed. Reimbursements will be issued through Payroll within two pay periods of your successful claim submission. My Adobe Benefits will notify you if there are any issues with your claim. Approved claims will be reimbursed through Payroll within two pay periods of your successful claim submission.

Handwritten or receipts for "cash" payments are no longer accepted. Employees cannot use their corporate cards to make payments. If a learning opportunity is cancelled after reimbursement has been received, the employee may be able to apply the funds to a new learning opportunity or they must return the funds to Adobe.

Income tax implications

Approved Education Reimbursement claims are considered a benefit-in-kind and will be treated as taxable income for employees per local tax laws. Note: The benefit will be non-taxable in India.

Canada

The Canada Revenue Agency has indicated that courses related to an employee's job function and determined to be a benefit to the employee's job will be considered a non-taxable benefit. Any course that is not related to an employee's job function will be considered a taxable benefit. Please refer to Government of Canada's eligible tuition fees for more information. For Canada, the reimbursed amount is listed in the section marked "deductions" and will be coded as "NonTax Educ". Reimbursements are paid via a separate check

Disclaimer

The Company 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 Education Reimbursement benefit?

As part of the Adobe Learning Fund, the Education Reimbursement benefit supports employees in their pursuit of continuing education by providing reimbursement for tuition and books for courses, certain certification programs and graduate programs that meet the benefit's eligibility criteria described within the Education Reimbursement policy found on Inside Adobe > Search: *Learning Fund*.

Who is eligible for Education Reimbursement?

All regular Adobe employees who are in good performance standing are eligible for this benefit. Regular employees include part-time employees who work the minimum hours required to be eligible for benefits. Adobe Interns are not eligible, and Adobe-paid temporary employees are not eligible except where legally required. You must be employed with Adobe when the learning opportunity begins and ends to receive reimbursement.

How much is the Education Reimbursement benefit?

Adobe will reimburse employees up to $10,000 USD, or equivalent, per year. The annual benefit amount is established by Finance in local currency based on the currency exchange rates as of the first Saturday in December prior to a new calendar year. The local benefit amount may increase or decrease annually based on applicable currency exchange rates. For benefit amounts in local currency, visit Inside Adobe > Search: *Learning Fund*.

Is this benefit taxable?

The benefit is considered taxable income for employees unless not required by local tax rules.

What's the difference between Education Reimbursement and Professional Development Reimbursement?

Education Reimbursement is for long-term degree and certification programs and requires a grade of "C" or better or "P" (if pass/fail) or successful completion to be reimbursed. Professional Development Reimbursement is for short-term learning opportunities (such as conferences, workshops, webinars, online learning, business-related books, language courses, re-certification fees and professional memberships) and does not require proof of grade received or completion of the course or program to be reimbursed.

Where can I take course work?

The Education Reimbursement benefit covers degree programs and academic certifications through accredited institutions or university extensions and institutions of higher learning that issue degrees, or equivalent outside the United States (U.S.). In Canada, please view the Directory of Educational Institutions. Outside the U.S. and Canada, please discuss with your manager to ensure the course is offered at a recognized university or institution. Click here to view the accreditation governing bodies by country.

What happened to the non-accredited approved certification list?

The non-accredited certification list has been decommissioned. Adobe has made changed to the education reimbursement qualification to stay within compliance of tax laws and policies. It is crucial for Adobe to continue to iterate as tax laws change so that we can continue to offer this program to our employees.

Can I use this benefit for Adobe Certified Expert (ACE)-related courses?

No, Adobe Certified Expert-related courses are not eligible for reimbursement under this benefit. ACE-related courses are covered under the Professional Development Reimbursement benefit. For more information, visit Inside Adobe > Search: *Learning Fund*.

Can I use this benefit for language classes?

The Education Reimbursement benefit cannot be used for language courses. Language courses are covered under Adobe's Professional Development Reimbursement benefit.

Do I need approval from my manager for the Education Reimbursement benefit?

Yes. You must obtain approval from your manager prior to registering or enrolling in a course or program by completing an application and having your manager sign or approve it. The application process varies by country. Please follow the country-specific instructions outlined on Inside Adobe > Search: *Learning Fund*. Managers must approve that the course or program is in alignment with the business and career goals and is offered by an accredited institution or is on the list of approved certifications.

How do I submit a claim for reimbursement?

After successfully completing and/or passing the course/class, submit your reimbursement request through your country's reimbursement process by following the step-by-step instructions above or on Inside Adobe > Search: *Learning Fund*.

Note: This is a 2-step process, and both steps must be completed and approved to receive reimbursement.

When is the deadline to submit for reimbursement?

U.S.: Submit your claims for reimbursement for courses and programs completed in the current calendar year by the first Friday of December to receive current year tax benefit. Any claims submitted after this date will be reimbursed from the next calendar year's tax benefit allotment.

Note: If grades are issued after the claim submission deadline, please have your instructor provide a letter addressed to My Adobe Reimbursements (our claim administrator) indicating you will pass the course with a grade of "C" or "P" (if pass/fail) or better. Please submit this letter along with your claim as a proxy for your final grades. Once you receive your final grades, you'll be required to submit final documentation as proof of completion.

Canada, India, Japan, APAC, EMEA, and LATAM: Submit your claims for reimbursement for courses and programs you completed in the current calendar year by December 30. Any claims submitted after this date will be reimbursed from the next calendar year benefit.

Why is the eligible expense submission and reimbursement timeline different for the U.S. vs. Canada, India, Japan, APAC, EMEA, and LATAM?

Unique timelines are required due to differences in reimbursement administration and global Payroll processing timelines.

Can I use my Adobe issued corporate credit card for this benefit?

No. Please pay out of pocket for the learning opportunity and follow the reimbursement process on Inside Adobe > Search: *Learning Fund*.

How and when do I receive my reimbursement?

Reimbursements will be issued through Payroll after you submit all receipts, and your claim is fully approved. Depending on your claim submission and approval dates, you will receive your reimbursement in accordance with normal pay periods and timelines for your respective country.

Can I be reimbursed if I incur expenses outside of my home country?

Yes, you can be reimbursed for expenses incurred outside your home country if you are taking an online course or for one of the approved certifications found on Inside Adobe > Search: *Learning Fund*. As a reminder, the benefit does not cover the cost of travel, meals, lodging, foreign transaction fees or currency exchange fees.

If I'm pursuing a degree or certification that requires multiple classes to complete the program, can I be reimbursed along the way?

Yes. You may request reimbursement of the learning opportunity once you have successfully completed each individual class with a grade of "C" or better, "P" (if pass/fail) or the local country equivalent. If your degree or approved certification requires an exam, you must successfully pass the certification exam to be reimbursed for the exam fees.

I am on a Leave of Absence (LOA) from Adobe. How does this impact my eligibility to participate in this benefit?

If you take a leave of absence, you are eligible to complete a course(s) in progress before your leave began; otherwise, your eligibility is suspended until you return to work.

I am on sabbatical. How does this impact my eligibility to participate in this benefit?

You may use this benefit while you're on a sabbatical.

Are room and board, food, and travel related to class, seminar, etc covered?

Room and board, food and travel expenses are not covered by the Education Reimbursement benefit.

If I am a new hire starting in the middle of the calendar year, will the benefit amount be pro-rated?

No, you are eligible for the full benefit amount of $10,000 USD if the expense is incurred after your Adobe start date. If you are a new hire and enrolled in a degree or certificate program, Adobe will not cover classes that were started prior to your hire date. However, the program will cover coursework/classes toward your degree that are started after your hire date.

Should I pay the tuition in full for a 3–4 year program in order to obtain a discount rate?

No, you should always choose to pay the tuition annually. Only receipts issued from last year or in the current year can be reimbursed under the Education program.

Can student loans be used to pay for Education Reimbursement?

No. Receipts and proof of payment for any course or program must be issued under the employee's name. Adobe cannot accept receipts or proof of payments made by entities on behalf of the employee.

Do I need to provide the proof of payment when I submit my claim application?

If invoices are issued under an individual's name, the proof of payment is not required to submit in the claim application. However, if invoices are issued under the company's name, the proof of payment will be required to submit along with the claim application. Proof of payment can be bank/credit card statement or the screenshot of other electronic payment methods such as Apple pay, Alipay or Wechat pay.

Can I use Adobe data for a school project?

In order to use Adobe data for an external project, employees are required to obtain approval from the Business Unit Vice President and the Adobe Privacy team, as well as complete any documentation required by your academic institution.

How do I find more information?

For global information as well as country-specific details about the Education Reimbursement benefit, visit Inside Adobe > Search: *Learning Fund*.