

# Education Reimbursement FAQs

**Q: *What is the Education Reimbursement benefit?***

**A:** 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](#).

**Q: *Who is eligible for Education Reimbursement?***

**A:** 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.

**Q: *How much is the Education Reimbursement benefit?***

**A:** 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](#).

**Q: *Is this benefit taxable?***

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

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

**A:** 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.

**Q: *Where can I take course work?***

**A:** 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. & Canada, please discuss with your manager to ensure the course is offered at a recognized university or institution. The benefit also includes certain **approved certifications**, determined by Adobe Leadership, that may be taken at non-accredited institutions.

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

**A:** 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. Visit Inside Adobe > Search: **Learning Fund** for more information.

**Q: *Why don't I see more leadership courses/skills included in the approved certification list?***

**A:** To achieve global consistency in leadership capabilities, Adobe delivers its own in-house programs for people managers and leaders, including Managing at Adobe and Leading at Adobe LIVE. To learn more about these programs, including how to register, visit Inside Adobe > Search: **People Manager Development**.

**Q: *Can I use this benefit for language classes?***

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

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

**A:** 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.

**Q: *How do I submit a claim for reimbursement?***

**A:** 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 on Inside Adobe > Search: **Learning Fund**.

**Q: *When is the deadline to submit for reimbursement?***

**A:** **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.

**Note:** If grades are issued after the claim submission deadline, please have your instructor provide a letter addressed to Tri-Ad (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 & 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.

***Q: Why is the Eligible Expense Submission and Reimbursement Timeline different for the U.S. vs. Canada, India, Japan & APAC, EMEA and LATAM?***

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

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

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

***Q: How and when do I receive my reimbursement?***

**A:** 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.

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

**A:** 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.

***Q: Why are there a limited number of certifications?***

**A:** The certifications are specifically chosen by the Adobe Leadership to support the needs of the business and provide employees with additional skills and capabilities to support their ongoing development needs. The Adobe Benefits and Global Talent Development teams evaluate the approved certifications throughout the year and present recommendations for adjustments to the Adobe Leadership during an annual review process. The pre-approved list will be updated annually in January. If you have suggestions for additional certifications, please **submit your feedback** for consideration during the annual review.

***Q: If I'm interested in a technical certification, which institutions are included?***

**A:** Institutions for approved technical certifications do not need to be an accredited institution, but they do need to be approved by your manager. Adobe has identified recommended institutions and learning platforms for the approved certifications, and we encourage employees to use these providers when possible. Visit Inside Adobe > Search: **Learning Fund** to find more information. Please note, degree and university programs and academic certifications do need to be completed at an approved accredited institution.

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

**A:** 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.

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

**A:** 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.

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

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

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

**A:** 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.

**Q: *Should I pay the tuition in full for a 3-4 year program in order to obtain a discount rate?***

**A:** 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.

**Q: *Can student loans be used to pay for Education Reimbursement?***

**A:** 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.

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

**A:** 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.

**Q: *Can I use Adobe data for a school project?***

**A:** 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.

**Q: *How do I find more information?***

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