



# Education Reimbursement FAQs

## Q: What is the Education Reimbursement benefit?

**A:** 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 program's eligibility criteria described within the [Education Reimbursement policy](#).

## 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. Interns and Adobe paid temporary employees are not eligible, except where legally required. You must be employed with Adobe when the course begins and ends to receive reimbursement.

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

**A:** Adobe will reimburse employees up to USD \$10,000, or equivalent, per year. The annual benefit amount is established by Concur 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. Please see the [Education Reimbursement policy](#) for more details on reimbursement amounts.

## Q: Is this benefit taxable?

**A:** The benefit may be considered a benefit-in-kind and will be considered taxable income for employees unless not required by local tax rules.

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

**A:** Education Reimbursement is for long-term degree and certification programs and requires a grade of C or better or proof of completion to be reimbursed. Professional Development is for short-term classes, conferences, on-demand / online courses and other learning opportunities and does not require proof of grade received or completion of the course or program to be reimbursed.

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

**A:** Submit reimbursement claims and all receipts by the deadline for your country. Any claims submitted after these dates will be reimbursed from the next calendar year allowance.

**U.S. & Canada:** Submit your claims for reimbursement for courses and programs you completed in the current calendar year by [Dec. 7](#).

**Rest of World:** Submit your claims for reimbursement for courses and programs you completed in the current calendar year by [Dec. 30](#).

**Q: Why is the Eligible Expense Submission and Reimbursement Timeline different for the U.S. and Canada versus India, Japan & APAC, EMEA and LATAM (rest of the world)?**

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

**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 region, please see [Education Reimbursement policy](#) for country-specific information. 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 expenses for reimbursement?**

**A:** After successfully completing and/or passing the course/class, submit your reimbursement request through your region's reimbursement process by following the steps below:

**Obtain the correct documentation**

- Completed & signed or approved *Application for Education Reimbursement*
  - US & Canada: Submit your application via [Tri-Ad](#)
  - U.K., Ireland, Romania, Sweden, Denmark, Brazil and Mexico: Submit your application via [My Adobe Benefits](#)
  - ROW: Complete your [Application for Education Reimbursement Program form via Concur](#)
- **Regionally** accredited college, university or professional institution "detail" invoice(s) listing tuition and fees charged
- Any *receipts* for the cost of tuition, required books and any other eligible expenses specific to the approved course work
- Copy of your grade report
- For employees submitting through Concur, you will also need to enter the appropriate cost center and expense type. Please see the [cost centers and amounts](#) for more details on reimbursement amounts, cost centers and expense types.

**Submit your claim**

- U.S. & Canada: Submit claims through [Tri-Ad](#) by following the [claim process](#)
- U.K., Ireland, Denmark, Romania, Sweden, Brazil & Mexico: Submit claims through [My Adobe Benefits](#) by following the [claim process](#)
- ROW: Submit claims through [Concur](#) by following the [claim process](#). Please refer to the [Concur FAQ](#) for more information.

**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: Why is there a limited number of certifications?**

**A:** The certifications were 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 will continue to evaluate the approved certifications and will make adjustments as needed. This pre-approved list will be updated twice a year in January and June. If you have suggestions for additional certifications, please [submit your comments](#).

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

**A:** Unlike degree and university programs, the institution for approved certifications does not need to be an accredited institution, but it does need to be approved by your manager. Adobe has identified preferred partners for the approved certifications and we encourage employees to use the preferred providers when possible. Please note, degree and university programs and academic certifications do need to be completed at an approved accredited institution.

**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 program.

**Q: Why don't I see 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, please visit the [People Manager Development page on Inside Adobe](#).

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

**A:** The Education Reimbursement Program can be used for language courses through January 1, 2019. After January 1, language courses are covered under Adobe's [Professional Development Reimbursement policy](#).

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

**A:** Generally, you cannot be reimbursed for expenses incurred outside your home country. Exceptions may be made if your home country location is different than your work country location, if you are taking an online course offered by an academic institution outside your home country or for one of the [pre-approved certifications](#).

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

**A:** If you take a leave of absence, you are eligible to complete 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 as long as the expense is incurred after your Adobe start date.

**Q: Can I be reimbursed for a certification course that I enrolled in or completed prior to September 1, 2018?**

**A:** The effective date of the program is September 1, 2018. Approved IT certifications are eligible for reimbursement effective March 1, 2018. Any programs or certifications other than the approved IT certifications that were taken prior to the effective date of September 1, 2018 are not eligible for reimbursement.

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

**A:** For more information about the Education Reimbursement benefit, view the [Education Reimbursement policy](#) or visit:

- **U.K., Ireland, Romania, Sweden, Denmark, Brazil & Mexico:** [My Adobe Benefits](#)
- **Rest of World:** [Inside Adobe > Learning & Development > Learning Fund or Benefits.Adobe.com > Employee Discounts & Perks > Learning Fund](#)