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Learning Fund

To support you in your pursuit of continuing education, Learning Fund, Adobe's education and professional development reimbursement program, will reimburse you for eligible courses and professional development conferences, seminars and workshops.

On this page you will find information about:

Education reimbursement

You may be reimbursed up to \$10,000 per year for academic degrees, top credential programs, advanced specializations and technical certifications.

- [Who's eligible](#)
- [What's covered](#)
- [How to get started](#)
- [How to apply and claim your reimbursement](#)
- [Resources](#)

Professional development reimbursement

You may be reimbursed up to \$1,000 per calendar year for short-term learning opportunities (e.g., conferences, webinars and online courses) to support your growth and development

- [Who's eligible](#)
- [What's covered](#)
- [How to claim your reimbursement](#)
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Education reimbursement

Adobe's Learning Fund will reimburse you up to \$10,000 per year for tuition and books for courses, graduate programs and certain certifications that meet the reimbursement benefit's eligibility criteria.

Who's eligible

All regular Adobe employees (not including interns or Adobe-paid temporary employees) are eligible to participate in the benefit. Regular employees include part-time employees who work 24 or more hours per week.

You must be employed with Adobe when the course begins and ends to receive reimbursement.

What's covered

Adobe's Learning Fund covers up to \$10,000 per year for undergraduate, graduate, PhD and MBA degree programs, as well as certain certifications, through [accredited institutions](#) [1]. The benefit also covers certain [professional certifications](#) [2] [PDF] from non-accredited institutions.

Unless it's part of a covered certification program, a program/class must exceed one week (seven days) in duration based on the start and end dates of the course or program. One- or two-day courses, seminars and workshops may be reimbursable through the [professional development reimbursement benefit](#).

You'll receive reimbursement for the cost of tuition, course fees, certification fees and required books specific to your approved course work. You may request reimbursement upon successful completion of the course with a grade of C or better or P (if pass/fail). For certification programs, your certification is your documentation of successful completion. You must successfully pass the certification exam to be reimbursed. Adobe will pay 100% of these costs up to the maximum benefit allowed, less appropriate taxes as applicable.

You will not receive reimbursement for university- or student-associated costs and fees. Examples include library fees, lab fees, CLEP, facility fees, technology fees, calculators, identification cards, student health fees, parking, late fees, prepayment fees, art supplies, software and preliminary/admission tests such as the GMAT or LSAT.

Adobe Certified Expert-related expenses are not eligible for reimbursement under this benefit.

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How to get started

1. Confirm your course work is covered.

- For graduate and degree work, make sure the institution is an [accredited institution](#) [3].
- Check the list of covered [professional certifications](#) [2] [PDF]. Only certain professional certifications are eligible under the policy.

2. Confirm your course work meets the approved timeframe.

- Unless it is part of a covered professional certification, a program or class must exceed one week (seven days) in duration based on its start and end dates.

3. Obtain manager approval.

- Have a conversation with your manager to get approval, and ensure alignment with the business and your career goals, and confirm there are no schedule or time commitment issues with taking the course.

How to apply and claim your reimbursement

Once you have verbal approval from your manager, log in to your [Tri-Ad account](#) [4] ([SSO](#) [5]) and follow the [application instructions](#) [6] [PDF].

Once your course is successfully completed, log in to your [Tri-Ad account](#) [4] ([SSO](#) [5]) and follow the [reimbursement instructions](#) [6] [PDF].

You must submit your reimbursement claims to Tri-Ad with all required documentation for courses and programs you completed in 2019 by **Dec. 6, 2019**. Any 2019 courses submitted after Dec. 6 will be reimbursable from your 2020 allowance.

Resources

- [Education Reimbursement Tri-Ad Process](#) ^[6] [PDF]
- [Education Reimbursement Policy](#) ^[7] [PDF]
- [Education Reimbursement FAQs](#) ^[8] [PDF]
- [Professional Certifications](#) ^[2] [PDF]
- [Education Reimbursement Benefit Amounts](#) ^[9] [PDF]

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Professional development reimbursement

Adobe's Learning Fund will reimburse you up to \$1,000 per year for short-term learning opportunities and skill development.

Who's eligible?

All regular Adobe employees (not including interns or Adobe-paid temporary employees) who are in good performance standing are eligible to participate in the benefit. Regular employees include part-time employees who work 24 or more hours per week.

What's covered?

Adobe's Learning Fund covers up to \$1,000 per year for short-term learning opportunities such as conferences and workshops, professional and technical training courses, online learning and professional memberships. Prior to signing up for a development program, discuss the opportunity with your manager to ensure it is in alignment with the business and your career goals.

The benefit only covers the cost of the learning opportunity; it does not cover travel, meal expenses, software, equipment or subscriptions to publications.

How to claim your reimbursement

Once you have verbal approval from your manager, you may pay for your development opportunity. Then log in to your [Tri-Ad account](#) ^[4] ([SSO](#) ^[5]) and follow the [reimbursement instructions](#) ^[10] [PDF].

Claims should be filed by Dec. 30 of the current year. If you miss this deadline, you may file for paid expenses from the prior calendar year until May 31. Prior year expenses filed after May 31 will be applied to the current calendar year benefit.

Resources

- [Professional Development Tri-Ad Process](#) ^[10] [PDF]
- [Professional Development Policy](#) ^[11] [PDF]
- [Professional Development FAQs](#) ^[12] [PDF]
- [Professional Development Benefit Amounts](#) ^[13] [PDF]

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Links

- [1] <https://ope.ed.gov/accreditation/>
- [2] <https://benefits.adobe.com/document/1772>
- [3] <http://ope.ed.gov/accreditation/>
- [4] <https://benefitscentral.tri-ad.com/>
- [5] https://adobe.okta.com/app/template_saml_2_0/exk114da9eiFc2NOq0i8/sso/saml
- [6] <https://benefits.adobe.com/document/1774>
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