

ADDITIONAL BENEFITS

TUITION REIMBURSEMENT POLICY

ELIGIBILITY

Regular, full-time employees who have completed 90 days of employment are eligible to participate in the tuition reimbursement program. DISH will reimburse 75% of eligible expenses, up to \$2,000 annually for hourly employees and \$5,000 annually for salaried employees. Any courses must be completed at an accredited college or university and must be related to your role at DISH. Preapproval is required, and you must receive a grade of a “B-” or better to be reimbursed.

- All active, regular full-time employees are eligible at any time to submit a Part I Tuition Reimbursement form for classes beginning on or after 90 days of employment.
- Once you’ve given notice of resignation, you are ineligible to participate in this program.

PROGRAM REQUIREMENTS

- Eligible expenses include 75% of tuition and book expenses (less grants and stipends) up to \$2,000 for hourly full-time employees and \$5,000 for salaried full-time employees per calendar year. Taxes and fees are not eligible expenses.
- Amounts over \$2,000 are to be returned to DISH should you leave the company within 12 months of receipt of reimbursement. Certain highly compensated employees may not be eligible for reimbursement over \$2,000.
- Tuition reimbursement is provided for courses offered by approved accredited institutions of learning such as colleges, universities or trade schools.
- Courses must be, in the Company’s opinion, directly or reasonably related to your current position or a position you may achieve within the organization.
- You must be in “good standing” and receive an official grade of “B-” or better to receive reimbursement. Pass/Fail courses will not be reimbursed.
- Courses must not interfere with job responsibilities and must be taken on your own time.
- CLEP Exams, certificate programs and continuing education courses are not eligible for reimbursement.
- The annual maximum tuition reimbursement amount will be applied against the year in which reimbursement is received regardless of when the form is submitted.

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PROCESS

- The Tuition Reimbursement Part I Form must be completed and submitted via HR Link **on or before the first day of class**. You'll receive a notification in HR Link to confirm approval or denial of the Part I Form.
- The Tuition Reimbursement Part II Form must be completed and submitted via HR Link with required documentation **within 90 days of class completion**. Required documentation includes the official transcript, and itemized receipts for tuition and book costs. You, your manager and your HR Business Partner will receive a notification in HR Link to confirm approval or denial of the Part II Form, which will also confirm the total amount of reimbursement.
- You can locate a job aid in HR Link by clicking [here](#) or by searching 'Tuition Reimbursement' in HR Link > AskHR > Search for Help; this will guide you through the submission process.
- Submit a Service Request in HR Link if you have any questions!