

## Educational Reimbursement Plan

### Steps for an Employee to Request Approval

**TUITION ASSISTANCE**  
**Courses within a Degree Program and Non-Degree Courses**

**A. COURSES WITHIN A DEGREE:** If you are pursuing a degree at an institution of higher learning and your course is part of a Degree Program, you should follow the steps below to request reimbursement under the Plan. *(If your course is not part of a Degree Program, please see item B below.)*

Step	Employee Task	How to Complete the Task
#1	<p><b>REQUEST APPROVAL FOR THE DEGREE PROGRAM.</b></p> <p><i>This should be done prior to beginning the Degree Program to ensure it is eligible for reimbursement.</i></p> <p><b>2 paper forms are required as part of this task — a Degree Program Application and a Tuition Repayment Agreement.</b></p>	<ul style="list-style-type: none"> <li>Complete a <b>Degree Program Application</b> and submit it to your Manager/Supervisor for approval.</li> <li>Your application must include a Degree Program Description from the Institution. (See form for details.)</li> <li>Once your Manager/Supervisor has approved the Degree Program Application, forward it along with a completed <b>Tuition Assistance Repayment Agreement</b> to your HRC.</li> </ul>
#2	<p><b>CONFIRM YOUR REQUEST HAS BEEN APPROVED BY HR.</b></p>	<ul style="list-style-type: none"> <li>Your HRC will review your application and supporting documentation to determine whether or not you are eligible for benefits under the MPC Educational Reimbursement Plan</li> <li>Confirm the status of your request with your HRC.</li> </ul>
#3	<p><b>CREATE AN EMPLOYEE EDUCATIONAL REIMBURSEMENT RECORD IN SAP ONLINE SERVICES.</b></p> <p><b>Add a Degree Program record for the degree you are actively pursuing.</b></p>	<ul style="list-style-type: none"> <li>Once your Manager and HRC approve the program, add a Degree Program record in SAP Online Services.</li> </ul> <p><i>This step is <b>not</b> to request reimbursement for costs associated with the course — that is done later (after the course is completed).</i></p>
#4	<p><b>TAKE A COURSE THAT IS PART OF YOUR APPROVED DEGREE PROGRAM.</b></p> <p><i>If the course you are taking is not part of a Degree Program, please see Section B below.</i></p>	<ul style="list-style-type: none"> <li>You may begin taking courses that are part of your Degree Program upon notification from your HRC that the program has been approved.</li> <li>You may request reimbursement after the course is completed.</li> </ul>

*(continued)*

# Educational Reimbursement Plan

Step	Employee Task	How to Complete the Task
<b>#5 – Part 1</b>	<p><b>ONCE THE COURSE IS COMPLETED, REQUEST REIMBURSEMENT FOR ELIGIBLE EXPENSES.</b></p> <p><i>Add a course within your Degree Program record.</i></p>	<ul style="list-style-type: none"> <li>• Once you complete a course, you can request reimbursement for eligible costs associated with the course.</li> <li>• To request reimbursement, add the course under your existing Degree Program, which was created in Step #3 above.</li> </ul>
<b>#5 – Part 2</b>	<p><b>IN ADDITION TO PROVIDING THE INFORMATION ONLINE, YOU MUST ALSO SEND DOCUMENTATION TO YOUR HRC.</b></p> <p><i>Your request will not be considered until you add the course to your online account AND send paper copies of all supporting documentation to your HRC.</i></p>	<p><b>THE FOLLOWING DOCUMENTATION MUST BE SENT TO YOUR HRC WHEN REQUESTING REIMBURSEMENT FOR A COURSE:</b></p> <ul style="list-style-type: none"> <li>• Official Grade Report</li> <li>• Itemized statement of tuition and fees (less payments)</li> <li>• Receipts (textbooks, supplies, etc.)</li> <li>• Statement of Financial Aid (if applicable)</li> </ul>
<b>#6</b>	<p><b>LOOK FOR A NOTICE REGARDING THE STATUS OF YOUR REQUEST.</b></p>	<ul style="list-style-type: none"> <li>• Your Manager will review and process your request in SAP.</li> <li>• Your HRC has final approval authority of your request and will review your online request in conjunction with the supporting documentation.</li> <li>• You will receive an email notice regarding the status of your request once it has been processed.</li> <li>• If approved, your reimbursement will be in your paycheck within two weeks of the HR approval.</li> </ul>

***For each course you complete as part of your Degree Program, you will need to add the course in SAP Online once the course is completed and submit the required documentation to your HRC to request reimbursement.***

# Educational Reimbursement Plan

**B. NON-DEGREE COURSES:** If you wish to take a single course at an institution of higher learning but are not pursuing a degree **and/or** the course is not part of a Degree Program, you should follow the steps below to request reimbursement under the Plan.

Step	Employee Task	How to Complete the Task
#1	<p><b>REQUEST APPROVAL FOR THE COURSE.</b></p> <p><i>Request approval prior to beginning the course to ensure it is eligible for reimbursement.</i></p> <p><b>A Tuition Repayment Agreement is required as part of this task.</b></p>	<ul style="list-style-type: none"> <li>• Discuss the course with your Manager/ Supervisor and provide documentation, as needed, including a description of the course you wish to take, the cost and duration, and how it relates to your career at MPC.</li> <li>• Once your manager approves the course, complete a <b>Tuition Assistance Repayment Agreement</b> and forward it to your HRC for review.</li> </ul>
#2	<p><b>CREATE A RECORD IN SAP ONLINE SERVICES FOR A NON-DEGREE COURSE.</b></p> <p><i>Since this course is not part of a Degree Program, you will <b>not</b> add a degree record.</i></p>	<ul style="list-style-type: none"> <li>• Once your HRC confirms you are approved to take the course, create a record for a Non-degree course in SAP Online Services to obtain electronic approval.</li> <li>• Your Manager/Supervisor and HRC will both process your online request.</li> <li>• You will receive an email notification once the course has been approved in SAP.</li> </ul> <p><i>This step is <b>not</b> to request reimbursement for costs associated with the course — that is done later.</i></p>
#3	<p><b>TAKE THE COURSE.</b></p>	<ul style="list-style-type: none"> <li>• You may begin taking the course upon notification that your request has been approved.</li> </ul>
#4 – Part 1	<p><b>ONCE THE COURSE IS COMPLETED, REQUEST REIMBURSEMENT FOR ELIGIBLE EXPENSES.</b></p> <p><b><i>Edit your course record in SAP Online.</i></b></p>	<ul style="list-style-type: none"> <li>• Edit your existing course record you created in Step #2 above.</li> <li>• Add the grade you received and total amount you are requesting reimbursement for.</li> </ul>
#4 – Part 2	<p><b>IN ADDITION TO PROVIDING THE INFORMATION ONLINE, YOU MUST ALSO SEND DOCUMENTATION TO YOUR HRC.</b></p> <p><i>Your request will not be considered until you add the details to your course record AND send paper copies of all supporting documentation to your HRC.</i></p>	<p><b>THE FOLLOWING DOCUMENTATION MUST BE SENT TO YOUR HRC WHEN REQUESTING REIMBURSEMENT FOR A COURSE:</b></p> <ul style="list-style-type: none"> <li>• Official Grade Report</li> <li>• Itemized statement of tuition and fees (less payments)</li> <li>• Receipts (textbooks, supplies, etc.)</li> <li>• Statement of Financial Aid (if applicable)</li> </ul>
#5	<p><b>LOOK FOR A NOTICE REGARDING THE STATUS OF YOUR REQUEST.</b></p>	<ul style="list-style-type: none"> <li>• Your Manager will review and process your request in SAP.</li> <li>• Your HRC has final approval authority and will review your reimbursement request and supporting documentation to determine whether or not you are eligible for reimbursement.</li> <li>• You will receive an email notice regarding the status of your request once it has been processed.</li> <li>• If approved, your reimbursement will be in your paycheck within two weeks of the HR approval.</li> </ul>

# Educational Reimbursement Plan

## CERTIFICATION AND LICENSING (“C&L”) ASSISTANCE Professional C&L Programs

C&L Assistance is intended for professional licenses and certifications that are obtained as a result of a uniform examination, such as a CPA, PHR, or PE. If you wish to pursue a professional certification or licensing program, you should follow the steps below to request reimbursement under the Plan.

Step	Employee Task	How to Complete the Task
#1	<p><b>REQUEST APPROVAL FOR THE C&amp;L PROGRAM.</b></p> <p><i>The program must be to obtain a Professional Certification or License that is relevant to your career at MPC.</i></p>	<ul style="list-style-type: none"> <li>• Discuss the program with your Manager/ Supervisor and provide documentation, as needed, including a description of the program for the Certification or License you wish to pursue and the total cost and duration of the program.</li> <li>• Once your Manager/Supervisor has approved the program, forward a copy of the information to your HRC.</li> </ul>
#2	<p><b>BEGIN THE PROGRAM AND TAKE THE EXAM</b> <i>(if applicable).</i></p> <p><i>There is nothing to enter online at this point.</i></p>	<ul style="list-style-type: none"> <li>• Your HRC will review your request and supporting documentation to determine whether or not you are eligible for benefits under the MPC Educational Reimbursement Plan and should notify you of their decision.</li> <li>• You may begin the program once your HRC confirms your request is approved.</li> </ul>
#3 – Part 1	<p><b>ONCE THE PROGRAM HAS BEEN COMPLETED, REQUEST REIMBURSEMENT FOR ELIGIBLE EXPENSES.</b></p> <p><i>Create a C&amp;L Record in SAP Online Services.</i></p>	<ul style="list-style-type: none"> <li>• Create a C&amp;L record in SAP Online Services</li> <li>• Complete sections 1-4 in the C&amp;L entry screen as applicable, selecting the appropriate Certificate or Licensing Program.</li> <li>• If you do not see the exact name of your program, please contact your HRC.</li> <li>• If you took a review course as part of your program, submit charges related to that course at this time by adding it in the appropriate spot in your C&amp;L record.</li> </ul>
#3 – Part 2	<p><b>IN ADDITION TO PROVIDING THE INFORMATION ONLINE, YOU MUST ALSO SEND DOCUMENTATION TO YOUR HRC.</b></p> <p><i>Your request will not be considered until you add the C&amp;L record AND send paper copies of all supporting documentation to your HRC.</i></p>	<p><b>THE FOLLOWING DOCUMENTATION MUST BE SENT TO YOUR HRC WHEN REQUESTING REIMBURSEMENT FOR C&amp;L EXPENSES:</b></p> <ul style="list-style-type: none"> <li>• Confirmation of successful completion of the program (can include an online print out or certificate of completion).</li> <li>• Itemized statement of fees associated with the program (course fees, materials, etc.).</li> <li>• Receipt of payment for above fees, as well as any charges related to mileage, lodging, etc.</li> <li>• Statement of Financial Aid (if applicable).</li> </ul>

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# Educational Reimbursement Plan

Step	Employee Task	How to Complete the Task
#4	<b>LOOK FOR A NOTICE REGARDING THE STATUS OF YOUR REQUEST.</b>	<ul style="list-style-type: none"><li>• Your Manager will review and process your request in SAP.</li><li>• Your HRC has final approval authority and will review your reimbursement request and supporting documentation to determine whether or not you are eligible for reimbursement.</li><li>• You will receive an email notice regarding the status of your request once it has been processed.</li><li>• If approved, your reimbursement will be in your paycheck within two weeks of the HR approval.</li></ul>

***For each Certificate or License you obtain, you must submit a separate request and you can only request reimbursement once the program has been completed. Each time you request reimbursement online, you must follow up by submitting the appropriate documentation for the program to your HRC.***