



Tuition Reimbursement Application

INSTRUCTIONS:				
<ol style="list-style-type: none"> 1. This application must be fully completed, signed by you and your Director or Regional Manager, and approved by Crosby prior to the course(s) start date. 2. The final approval for reimbursement is determined by Crosby. 3. If you have any questions, please contact Crosby at 1-800-462-2235. 4. Submit application to Crosby Benefit Systems, a division of WageWorks, Inc., 27 Christina Street, Newton, MA 02461 or fax to 617-928-0001. 				
EMPLOYEE INFORMATION:				
Last Name		First Name		Middle
Address			City	State Zip Code
Social Security Number		Employee ID		Date of Hire
Store Number/RCN		Department		Region
Work Phone Number () - -		Home/Mobile Phone Number () - -		Email Address
SCHOOL INFORMATION:				
School Name		Term Start Date		Term End Date
Course Title, Fees, and Books List up to two courses and two books			Job Related? Y/N	Estimated Amount
Are courses covered under any other aid plan (excluding loans)? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, <input type="checkbox"/> Pell <input type="checkbox"/> VA <input type="checkbox"/> Other				Total Submitted
DEGREE INFORMATION:				
You must indicate a Major Field of Study: <input type="checkbox"/> Associate's <input type="checkbox"/> Bachelor's <input type="checkbox"/> Master's <input type="checkbox"/> MBA <input type="checkbox"/> Other (Non-Degree, Certificate) Please specify:				
I wish to enroll in the above course(s)/program. I understand that the Tuition Reimbursement Program only considers payment for tuition and certain fees. Any additional fees are my financial responsibility. I have read the policies and procedures and agree to abide by them. I understand that grades or other evidence of satisfactory completion must be provided within 90 days of the course(s) end date, and if not furnished, I will be responsible for the tuition. Federal or state tax laws may require Gap Inc. to treat tuition reimbursement benefits as taxable income. I authorize the above institution to release all records concerning my education or financial assistance as it pertains to this application. I have read and understand the conditions of this program.				
Employee Signature: _____				Date ____ / ____ / ____
Director/Regional Manager Signature: _____				Date ____ / ____ / ____
Director/Regional Manager Name (Printed) _____				Phone # () - -



Gap Inc. Tuition Reimbursement Guidelines

Am I Eligible?

You are eligible to participate if you are a full time employee in good standing and you have completed one full year of service before the school term (quarter, semester, etc.) starts.

What courses can I take?

The purpose of the Tuition Reimbursement Program is to develop your work skills, so the course(s) you take must be related to your current position or one you can reasonable expect to attain. Courses taken at a regionally or nationally accredited institution are eligible for reimbursement. Some previously approved course subjects include: business management, human resources, business writing, conflict resolution, fashion merchandising, merchandise marketing, space planning and store design, and visual merchandising.

Remember, it all depends on where you work, the position you hold, and how relevant the course is to your current job or immediate career.

Reimbursements will not be processed for:

1. Courses completed after you terminate employment with Gap Inc.
2. Supplies and parking fees
3. Courses completed while working part-time with Gap, Inc.
4. Applications submitted after class begins
5. Certificate courses (with the exception to certificate courses sponsored by an accredited institution, that have a grade and credits, with the credits in the certificate course counting towards an approved degree at the sponsoring accredited institution).

How do I apply?

1. Meet with your Regional Manager or Director to discuss your eligibility and how the course(s) will develop your skills.
2. Prepare one tuition Reimbursement Program application per term/semester and attach a copy of course(s) description(s).
3. Obtain your Regional Manager or Director's signature.
4. Forward your application to Crosby.
5. Your application must be received and approved by Crosby prior to the first day of the class.
6. Crosby will review your application to determine if the course(s) fall within the guideline of the Tuition Reimbursement Program and IRS regulation.
7. If your application is approved you will receive a notice of approval. If you don't qualify, Crosby will send you a denial letter.
8. It is your responsibility to track the application and ensure Crosby receives it before the first day of the course(s).
9. Crosby's approval does not guarantee tuition reimbursement. You must continue to meet all eligibility requirements at the time of reimbursement.

How do I get reimbursed?

Within three months (90) days of the date you complete your course(s), submit the following to Crosby:

1. A copy of the approval letter
2. A copy of your official transcript showing the grades you received
3. An itemized tuition bill from the institution showing tuition and fees charged per credit hour or per class
4. Tuition receipts
5. Book receipts

Once all of the above items have been received and reviewed by Crosby and if the course(s) qualify for reimbursement a separate check will be mailed to you within 4 to 6 weeks.

Remember, you have three months (90 days) from the day you complete the course to submit the above for reimbursement. The original receipts must accompany credit card receipts and canceled checks. If the original receipts for tuition and/or books have been misplaced, an itemized statement on the school's letterhead, completed by the registrar's office, bursar's office, or bookstore, may be submitted. It is your responsibility to get this information.

Reimbursement information must be received by Crosby by the third Monday in December to be considered for payment in the same calendar year. Any reimbursement requests received after that date will be considered toward the next calendar year benefit.

What's Reimbursed?

To be reimbursed for approved courses, you must pass with a letter grade of "C" or better (or "pass" for courses taken on a pass/fail basis). The program reimburses the following for approved courses:

1. 100% of Tuition
2. Up to two classes per term
3. 100% of up to two books per term
4. Approved fees
5. A maximum of \$5,000 per calendar year

How will this affect my taxes?

Reimbursements you receive for graduate and undergraduate work are considered taxable income. Current Gap Inc. benefit dollar limitation and federal tax guidelines allow the first \$5,000 received each calendar year to be exempt from taxation. Keep in mind, however, that changes in federal or state tax legislation may occur at any time.

Where can I get more information?

Crosby manages the Gap Inc. Tuition Reimbursement Program. For more information and additional copies of this application please contact Crosby at 1-800-462-2235.

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