



Tuition Reimbursement

Tuition reimbursement is provided for courses offered by approved accredited institutions of learning such as colleges, universities or trade schools. 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. If you resign from DISH during your course, you are not eligible to receive tuition reimbursement.

See The HOP for a list of DISH educational partnerships.

To receive tuition reimbursement

- Courses must be directly or reasonably related to your current position or a position you may achieve within the organization as agreed upon by the company
- Courses must not interfere with job responsibilities and must be taken on your own time
- CLEP Exams, certificate programs and continuing education courses aren't eligible for reimbursement
- 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

Eligible expenses include 75% tuition and book expenses (less grants, stipends, taxes and fees) up to \$2,000 for hourly full-time employees and \$5,000 for salaried full-time employees per calendar year. Taxes and fees aren't eligible. 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.

Process

1. 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 notification in HR Link to confirm approval or denial of the Part I Form.
2. 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 tuition and book costs. You, your manager and your HR Business Partner will receive notification in HR Link of the approval or denial of the Part II Form. This notification will also confirm the total amount of the reimbursement.

Please note: The annual maximum tuition reimbursement amount will be applied against the year in which reimbursement is received regardless of when the form is submitted. The deadline to submit your Part II requests for the current calendar year is generally mid-December. The HR Operations Team will alert you to the specific deadline if you submitted a Part I request for the semester.