

We want you to build a career at T-Mobile. That means providing you with opportunities to grow your skills. T-Mobile pays schools directly for tuition, up to the maximum allowed by the Internal Revenue Service - you don't need to front the bill. T-Mobile also offers full tuition benefits and discounts in partnership with several universities.

Eligible employees may receive tuition assistance for coursework leading to an undergraduate or graduate degree directly related to their current position or another position at T-Mobile. Courses and related coursework must be scheduled and completed outside of regular work hours.

Eligibility

- You must be a regular full-time or part-time employee as defined in the employee handbook for at least 90 days at the time the course(s) begins. Domestic, Puerto Rico, and Virgin Islands employees are eligible. You will have access to *EdAssist by Bright Horizons*, our tuition assistance vendor, once you meet the 90-day requirement and may enroll in courses that begin on or after that time.
- You must be in good standing and perform at a satisfactory level in your current role. Your manager will help make this determination when reviewing your application.
- You must be in active employment status at the time your application is submitted.
 - Employees on Leave of Absence: If you go on leave of absence after your application is approved, you must still submit the required documentation no later than 90 days after the course end date. Employees on leave of absence will not be able to submit new applications until they are back in active status. Upon return to active status, new applications will be accepted for courses that have not yet begun or are within 45 days following the first day of classes.

Terminated Employees: Applications must be approved for courses that start prior to the employee's termination date to be eligible for payment. EdAssist must receive an invoice from the school by the expiration of the Letter of Credit (LOC) – 90 days after the course end date - to process tuition payments, along with receipt of the employee's final grade.

Covered Programs

Covered expenses include tuition, books and academic fees associated with approved courses. Courses must meet the following program requirements:

- Undergraduate and graduate degree coursework.

- English Language Learning courses that empower learners to achieve one’s own personal language goals on one’s own time and pace.
- Individual credit-bearing courses or credit-bearing courses required as part of a certificate program (does not include Continuing Education Units (CEUs)).
- All coursework must be taken at a college, university or academic institution accredited by one of the following six regional accrediting bodies:
 - MSA (MSCHE/CSS-MSA) – Middle States Association Commission on Secondary Schools or Middle States Commission on Higher Education
 - NWCCU – Northwest Commission on Colleges and Universities
 - NCA – North Central Association of Colleges and Schools or The Higher Learning Commission
 - NEASC – New England Association of Schools and Colleges Commission on Institutions of Higher Education and the New England Association of Schools and Colleges Commission on Technical and Career Institutions
 - SACS – Southern Association of Colleges and Schools Commission on Colleges
 - WASC – Western Association of Schools and Colleges Accrediting Commission for Community and Junior Colleges and Western Association of Schools and Colleges Accrediting Commission for Senior Colleges and Universities
- Confirm the accreditation of selected educational institutions through the Council for Higher Education Accreditation (CHEA) at its website: www.chea.org or through the US Department of Education, on its website: <http://ope.ed.gov/accreditation/>.

Non-eligible Programs

- **Important** – The costs associated with professional seminars, conferences, certification programs or any courses earning Continuing Education Units (CEUs) are NOT covered by this benefit but may be covered under a department’s training budget.

Tuition Benefit

- Tuition assistance is limited to a maximum of \$5,250 per calendar year for regular full-time employees and \$2,500 per calendar year for regular part-time employees.
- T-Mobile offers full tuition benefits in partnership with several universities – tuition is covered at 100%. Note - participating employees should carefully assess their choices to determine which school best serves their needs and career goals. T-Mobile does not endorse any of the institutions in this program.
- If you’re receiving grants, stipends, tuition discounts and scholarships (e.g., Federal Pell grants, educational partner grants, scholarships, alumni discounts, military discounts/benefits), these are not eligible for duplicate tuition assistance toward educational expenses.
 - All financial aid will apply first to any tuition/fees that are not eligible for T-Mobile tuition assistance.

- T-Mobile will provide tuition assistance equal to the eligible expenses listed on the school invoice **after** tuition expenses have been reduced by any grants, stipends, tuition discounts and scholarships included on the invoice.
- Financial aid received in the form of student loans will not be deducted from any expenses submitted for tuition assistance.
- All grants and stipends applied toward eligible covered expenses, tuition discounts, and scholarships should be included on the school invoice submitted for the class(es) in your tuition assistance application.

Repayment

- If you do not meet the minimum grade requirement (C- or Pass) for any course and/or separate employment prior to the end of the course, T-Mobile reserves the right to demand repayment of any tuition expenses paid on your behalf.
- You will not be able to initiate any new applications for up to one year following the last day of the failed course. You will, however, have the option to repay the outstanding tuition expenses to T-Mobile, at which point you may continue to use the tuition benefit.
- All participants of the tuition assistance benefit are expected to remain with T-Mobile for 12 months after their last tuition assistance payment has been made. Any employee that voluntarily terminates before that may be required to repay all tuition assistance payments made within the last 12 months of their termination date.
- Your taxes could be impacted if you terminate within 12 months, and you should consult with a tax advisor to determine the taxability of any tuition assistance received. The Company makes no representations, express or implied, concerning the taxability of such assistance.

Repayment for English Language Learning (ELL)

- For ELL programs, employees must submit a certificate of completion for all levels completed over the subscription period. If you fail to submit a completed certificate, you may be expected to repay the cost of subscription for the previous enrollment period.
- By failing an ELL program, you will not be able to initiate any new applications for one year following the last day of the subscription period. You will, however, have the option to repay the outstanding tuition expenses to T-Mobile, at which point you may continue to utilize the subscription benefit.
- All participants of the ELL benefit are expected to remain with T-Mobile for 12 months after their last subscription payment has been made. Any employee that voluntarily terminates before that may be required to repay all subscription payments made within the last 12 months, prior to their termination date.

- Your taxes could be impacted if you terminate within 12 months, and you should consult with a tax advisor to determine the taxability of any tuition assistance received. The Company makes no representations, express or implied, concerning the taxability of such assistance.

Tax Treatment

T-Mobile complies with *Section 127* of the *IRS Tax Code*. Because your annual benefit is based on the date your course ends, you may receive a total benefit over \$5,250 in a calendar year. If that happens, the amount paid over \$5,250 will be taxable.

Expenses

Covers	Does not Cover
<ul style="list-style-type: none">▪ Tuition and ELL Program▪ Subscription Fees	<ul style="list-style-type: none">▪ Equipment/Materials/ Supplies and Software
<ul style="list-style-type: none">▪ Books unless listed as not covered	<ul style="list-style-type: none">▪ Insurance
<ul style="list-style-type: none">▪ Academic Fees unless listed as not covered	<ul style="list-style-type: none">▪ Fees: Health Insurance, Late, Parking, Returned Check, Transport/Transportation, Add/Withdrawal/ Drop, Software Equipment Usage, Student-to-Student Grant▪ School-Provided Bus Pass▪ Transportation/Parking▪ School Supplies▪ Travel/Food/Lodging/Study Abroad

Application & Tuition Payment

- First, you might find it helpful to reach out to EdAssist’s Education Coaches before you submit your first application for a new program. To schedule a free educational coaching appointment, call 877-276-7115 or utilize the self-scheduler option available under “Education Coaching” tab in the [EdAssist Platform](#).
- Complete the tuition assistance application in the [EdAssist portal](#) before you start your coursework. Applications are accepted 90 days prior, and applications received 45 days after the course starts will not be approved. Please note that applications must be submitted prior to subscription start for ELL programs, and not after enrollment.
- Once you submit the online application a notification will go to your manager for approval. Note, for ELL programs, you must submit an application for each subscription period.

- After your manager approves your application, you will receive an electronic confirmation and Letter of Credit (LOC) to sign and present to your approved school. It's your responsibility to pay for any fees not covered by T-Mobile.
- Your school will invoice T-Mobile directly through EdAssist, and payments will be made on your behalf. T-Mobile will only make payments for covered approved expenses.
- Within 90 days following the course end date, you must upload an official grade report within the EdAssist portal. If you don't submit your grades within the 90-day window, you will get a notice about repayment for your courses!
- You must receive a grade of C- or higher or Pass for Pass/Fail courses. For ELL programs, you must receive one certificate of completion to remain eligible for program renewal after the subscription period has ended.
- All tuition assistance payments made by T-Mobile will count toward the benefit year in which the course was completed.

Do It the Right Way, Always

Guidelines can be updated at any time. It's your responsibility to ensure compliance.

Get Help

Additional information about T-Mobile's Tuition Assistance Benefit can be found at www.t-mobilebenefits.com. Have Questions - contact EdAssist at 877-276-7115.