

Office of Student Financial Accounts
Thomas Edison State University
111 W. State Street
Trenton, NJ 08608

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Tuition Deferral Letter

_____, full-time PanTeXas Deterrence employee, is eligible for tuition reimbursement from PXD Pantex. _____ is in good standing with the company and will be on the payroll during the full period of the course. The annual reimbursement limit for all employees is \$8,000 per fiscal year. Payments for reimbursements will be made 3 weeks after grades are posted.

Qualified courses of study include required and elective courses that lead to an approved degree or individual courses taken for career advancement or continuing education purposes. All courses of study must be related to major fields of work at the company.

If utilizing reimbursement, _____ has discussed the proposed program with his or her supervisor/management to ensure that the program aligns with business needs and the employee's career goals at Pantex. The employee has submitted the degree plan through the web-based Education Assistance System (EAS). Upon degree plan approval, the employee must submit an EA application prior to the start of each course. The EA Office is responsible to ensure that the program costs are reasonable and allowable.

Eligible employees pursuing approved programs of study taken at accredited educational institutions may be reimbursed for approved tuition, required textbooks, and technology and lab fees. Miscellaneous fees, such as parking, application, activity, campus access, program and services, late or drop/add fees are not reimbursable.

As part of the EAS degree plan and application through the web-based EAS, employees must agree to refund any educational assistance they receive within the following guidelines:

- For certificates, continuing education, and Pantex student pre-hires, an employee must fulfill an employment commitment of 2 times the length of the educational period. (Example: when a certification class lasts 3 months, an employee owes 6 months employment from the final reimbursement date.)
- For courses toward an undergraduate degree, an employee must fulfill an employment commitment of 12 months after the final reimbursement date.
- For courses toward a graduate degree, an employee must fulfill an employment commitment of 24 months after the final reimbursement date.

Reimbursement requests are submitted through the web-based EAS. The following documents must be uploaded with reimbursement request:

- Original receipts for eligible expenses (tuition documentation with applicant's name, required textbooks, allowable fees)
- Copy of the official grade report (with applicant's name), certificate, transcript, e-mail or letter from instructor on official letterhead from the educational institution as proof of satisfactory completion of course(s)
- One copy of each course syllabus with highlighted required books (only applicable if books are being reimbursed)
- Reimbursement claims must be submitted via EAS within 60 days after completion of academic term. No exceptions will be granted

After completing degree requirements, employees must submit an official transcript showing the degree was conferred. The official transcript should be submitted via e-mail asking that education records be updated in Systems applications and products in data processing high-performance analytic appliance and personnel file. E-mail should include the employee name and badge number. The degree will then be officially entered in the employee's record.

Tuition is typically reimbursed on the next (2 week) pay period.

STUDENT:

I will be using the PXD tuition assistance and submission of this letter verifies that I have verified with Human Resources that I am an eligible employee.

I will NOT be using the PXD tuition assistance and will be self-paying for my degree.

This letter covers the _____, _____ Semester.

Regardless of the selection above, I acknowledge that this agreement is between myself and Thomas Edison State University. I am personally responsible for ensuring payment is correct and provided to the school in a timely manner. I am also responsible for ensuring my receipts are provided to the PXD tuition assistance program in compliance with their reimbursement policy listed above.

Student

Approving Manager