

Tuition Assistance Program | **Policy** User | **US Based Employees**

Date: 03/11/2021

Policy Statement

Gannett recognizes the mutual benefit derived from employees' pursuit of continued education and encourages employees' professional and personal development.

Application Eligibility

All active, full-time Gannett employees who have been employed by Gannett for 6 months are eligible to apply for the Gannett Tuition Assistance Program.

To participate in the program, applicants:

- Must be regular employees
- Must be full time and Active at time of application submission
- Must be active at the time of term/semester start (based on the start date entered on the application)
- Certain union exclusions may apply

Seasonal, Temporary, Contingent or Employees on a Leave of Absence are NOT eligible to participate in the Gannett Tuition Assistance Program.

Payment Eligibility

To receive payment, participant employees must be:

- Active at time of term/semester start
- Active at time of payment request

Employees who are involuntarily terminated through layoff or reduction in force (RIF) are eligible to receive payment for courses that began prior to termination, as long as the employee was active at the time the term/course began. Employees who are voluntarily

terminated or involuntarily terminated for reasons other than layoff or RIF are not eligible for payment.

Participants must complete the course and achieve a “B-” or better, or a “Pass” in a pass/fail course, to be eligible for repayment.

Program Policy

Gannett will reimburse tuition, mandatory course and school fees, and books as they relate to approved, eligible courses covered by this Plan. Gannett will reimburse an individual for eligible expenses up to a maximum of \$5,000 per calendar year (calculated at application time based on the term start date on the application).

Covered Expenses

The Gannett Tuition Assistance Program covers tuition, books, book taxes, and related shipping and handling. Courses must be taken through an educational institution or organization that is regionally or nationally accredited. If you are receiving reimbursement from another source, you will not be eligible for reimbursement under this plan.

Not Covered:

- Deferral fees
- Finance charges/interest
- Late fees
- Meals & lodging
- Transportation

Typically, courses taken that are either job or career related are covered. Also covered under this policy are courses related to either professional certification or licensing. These might include:

Courses that are job or career related:

- Degree programs at colleges/universities
- Non-degree, job-related, courses (as determined by manager)
- Trade, vocational or technical school courses

- GED programs
- English as a second language

Courses that are related to Professional Certification or Licensing:

- Information Services – MCSE, MCP
- Human Resources – PHR, SPHR
- Purchasing – CPM
- Finance – CPA

Other included programs include Continuing Education Units (CEUs) for both degree related courses and certificates. The Gannett Tuition Assistance Program also covers College Level Examination Program (CLEP) courses, DSSTs and PLAs.

Courses not acceptable under the program include, but are not limited to:

- Courses not job or career related
- Courses intended to provide instruction for recreational pursuits – arts, crafts, sport or hobbies and tutorial courses.
- Non-credit courses and seminars, except where necessary for certifications and licensures
- Audit courses

All course-work, class attendance and completion of assignments must be conducted outside of the employee's regular work schedule.

Application Process

Employees should discuss academic educational plans with their supervisor or manager in conjunction with their career plan. All applications require the approval of Employee Services and the employee's manager. Reimbursement will only be provided for approved courses.

Applications must be submitted no sooner than 120 days prior to, and no later than 30 days after, the start date indicated on the application.

Payment Process

Employees must submit proof of successful completion of approved courses within 60 days of the course end date to begin the payment initiation process. Reimbursements will only be made to employees, not to educational institutions.

If a course that has been approved is not successfully completed, it will not be eligible for any reimbursement.

If reimbursement has been made to an employee and the employee voluntarily terminates employment within one year of the reimbursement date, the employee must re-pay to the Company any reimbursements made during that one-year period. The terms of the payment process including this repayment obligation must be agreed to when completing the tuition assistance application.

NOTE: There is a limited availability of funds allocated to Tuition Reimbursement for Gannett employees within any given year. If the Program Cap has been reached prior to your application submission, your application will be rejected due to the reason: “Program Cap has been Reached”. If that is the case for your application, there is no further action that can take place for tuition benefit within that year.

Questions

If you have any questions regarding the Tuition Assistance program, please submit a ticket with [AskHR](#) or contact the Edcor Call Center at **877.835.8057**, 8:00 a.m. – 8:00 p.m. ET, Monday – Friday.