

FIRST DATA'S DOMESTIC TUITION REIMBURSEMENT POLICY

First Data (the "Company" or "FD") strongly supports the pursuit of higher education by its employees. To assist in this effort, the Company will provide financial assistance to eligible employees who enroll in undergraduate or graduate level courses.

EFFECTIVE DATE

This amended and restated First Data Domestic Tuition Reimbursement Policy (the "Policy") is effective February 10, 2009, and incorporates previously adopted administrative practices and interpretations of the Policy.

ELIGIBILITY

First Data and certain of its subsidiaries participate in the Policy. If your employer participates in the Policy, you will be eligible for reimbursement of covered expenses if all of the following requirements are satisfied:

1. You have been employed as a regular full-time or part-time employee of FD or one of its participating companies for at least one year. (Employees hired prior to February 10, 2009 are eligible for reimbursement of courses taken within the first year of employment).
2. You begin employment with FD or a participating company before enrolling in the course.
3. You remain continuously employed with FD or a participating company while enrolled in the course.
4. You submit an on-line application for Tuition Reimbursement to the Administrator at <https://firstdata.tap.edcor.com> **two weeks before** beginning **each** course or term.
5. You receive approval to participate from your manager and the Tuition Reimbursement Administrator via the on-line application process.
6. You are not on a performance improvement plan at any time while enrolled in the course.
7. You attend a school that is regionally accredited and maintains accreditation by the Department of Education.
8. Your course(s) are awarded college credits when in pursuit of a degree. NOTE: though pursuit of a college degree is not a requirement of reimbursement, your courses related to job or self-development (such as English as a Second Language (ESL), Foreign Language, Basic Math, or Basic Computer Skills) will only be eligible if attained from an accredited school.
9. You receive a grade of C- or above (or a passing grade in a pass/fail course).
10. You submit all required information to the Tuition Reimbursement Administrator **within 60 days** of completing your coursework.

MAXIMUM REIMBURSEMENT AMOUNT

- Full Time Employees (30 to 40 regularly scheduled hours per week)
 - \$10,000 per calendar year for graduate level tuition (including specifically executive masters programs), fees and books
 - \$5,250 per calendar year combined cap for undergraduate level tuition and/or job or self-development courses, fees and books
 - Only 2 classes may be taken per term or academic period unless otherwise approved by your manager.

- Part Time Employees (20 to 29 regularly scheduled hours per week)
 - \$5,000 per calendar year for graduate level tuition, fees and books
 - \$2,625 per calendar year combined cap for undergraduate level tuition and/or job or self-development courses, fees and books
 - Only 2 classes may be taken per term or academic period unless otherwise approved by your manager.

- First Data will limit reimbursement to one undergraduate degree and one graduate degree per employee.
 - First Data will limit reimbursement to four self-development/non-degree courses per calendar year.

- The benefits available under the Policy are secondary to any benefits received from a private- or public-sector (i.e. government) grant, scholarship, award, or stipend. In other words, if the funds you receive from a private or public source equal or exceed the amount of your covered expenses, you will not receive benefits under this Policy. You may not carry over offset amounts; such amounts will be forfeited. In calculating the funds from other sources, loans and gifts from family members will be ignored. Any nondisclosure of private or public-sector gifts, could result in disqualification of Tuition Reimbursement benefits, or further disciplinary action.

REIMBURSEMENT

Only the costs of tuition, associated fees, and required books are eligible for reimbursement. The following list represents a sampling of ineligible expenses and is not intended as an inclusive list: meals, parking, supplies such as software, computer equipment, calculators, art supplies, periodical subscriptions, application costs, late charges, travel, lodging, transcripts, and deferral charges.

You must submit all of the following materials to the Tuition Reimbursement Administrator **within 60 days after you complete the course in order to be reimbursed:**

1. Processing Request Form (PRF) generated by the Administrator following your manager's on-line application approval;
2. Proof of payment for covered expenses, such as a cancelled check, charge card receipt, or deferral agreement;
3. Itemized textbook receipt listing book name (handwritten receipts will not be accepted);
4. An official transcript or grade report that includes school name, your name and/or other identifying information; and
5. A computerized bursar's or tuition statement listing course costs.

Once ALL information is received and approved, a check will be issued in your name and mailed to your home address within 5 to 10 days. Incomplete submissions will not be processed.

- Initial Tuition Reimbursement approval does not guarantee payment. All conditions of the Tuition Reimbursement Policy must be met to receive reimbursement for eligible expenses.

Please note: reimbursement limits are for a calendar year period and not an academic year. Courses submitted for reimbursement at the end of the year will be applied to the calendar year in which they are processed, NOT the year in which the course was taken. Please plan your class schedules appropriately.

Example: Your graduate-level class ends on December 16, and you receive your grade on January 6. You submit your reimbursement materials on January 10, for \$3,500. You will then have \$6,500 remaining of your maximum reimbursement ($\$10,000 - \$3,500.00 = \$6,500$) for the year.

Example: Your self-development course is completed on December 20, and you receive your grade on December 28 and submit for reimbursement the same day. Due to the time it takes to process a claim, this reimbursement will be processed in January and will be applied to the new plan year balance.

TAXATION ON REIMBURSED AMOUNTS

The information provided below discusses the general tax treatment of tuition reimbursement benefits, pursuant to current tax laws. This information is not tax advice from the Company or any participating employer. It should be used merely as a starting point in considering the tax issues involved. Because tax laws change frequently, you should contact your tax advisor to determine the taxability of any reimbursed amounts

- Graduate Courses. The first \$5,250 of tuition reimbursement benefits per calendar year is generally not taxable if the course is not sport-, game- or hobby-related. Additional tuition reimbursement benefits are not taxable if the course is (i) related to your job and (ii) does not qualify you for a new trade or business. First Data follows IRS regulations in determining the tax treatment of graduate-level reimbursements above \$5,250.
- Undergraduate Courses. The first \$5,250 of tuition reimbursement benefits per calendar year is generally not taxable if the course is not sport-, game- or hobby-related.

COURSES NOT ELIGIBLE FOR REIMBURSEMENT

Costs associated with the following courses are not eligible for reimbursement:

- Preparatory courses and exam fees (such as courses taken in preparation for the G.M.A.T., or enrollment in a degree program and standardized exams required for application to degree programs). Check with your supervisor to determine whether these costs may be processed as a business/training expense;
- Certificate programs and related fees (including exam fees that lead to a business-related professional certification). Check with your supervisor to determine whether these costs may be processed as a business/training expense.
- Courses beyond the master's level (*e.g.*, doctoral programs).
- Continuing Education Units (CEUs) and technical school courses.

FEES NOT ELIGIBLE FOR REIMBURSEMENT

Only the costs of tuition associated fees and required books are eligible for reimbursement. Fees that do not appear on the bursar's statement or tuition statement are not eligible for reimbursement. The following list represents a sampling of ineligible expenses and is not intended as an inclusive list: meals, parking, supplies such as software, computer equipment, calculators, art supplies, periodical subscriptions; application costs, late charges, travel, lodging, transcripts, and deferral charges.

ADMINISTRATION OF THE POLICY

The Company has appointed the Employee Benefits Committee of First Data ("EBC") to act as the Tuition Reimbursement Administrator. EBC has all powers as may be necessary to administer this policy, including but not limited to, the following: (i) to construe and interpret this policy; and (ii) to appoint individuals, committees, firms and other persons to assist in the administration of this policy. As of December 2006, the EBC has assigned administration of the policy to Edcor Data Systems.

The Company reserves the right to alter, amend, suspend or terminate this policy in any manner or at any time, retroactively or prospectively, upon action taken by the Company, EBC, or any other person authorized by the Company or EBC to so act.

Benefits payable or otherwise provided under this policy are not subject in any manner to anticipation, alienation, transfer, assignment, pledge, encumbrance, charge, garnishment, execution or levy of any kind. The Company, its subsidiaries, affiliates and EBC are not liable for, or subject to liabilities or torts of, any person entitled to benefits hereunder.

MORE INFORMATION

Please contact the HR Service Center at 1-866-688-7788, option 1, and then option 4.

Revised February 2009.