

Take Your Career Beyond – Take Advantage of Tuition Reimbursement

First Data supports the pursuit of higher education by its employees to help develop their careers. Through the Tuition Reimbursement Program, First Data provides financial reimbursement to eligible full and part time employees. If you've worked for the company at least one year, your manager approves your participation and you receive approval from your on-line application, the plan will reimburse eligible expenses (tuition, books and fees) up to the annual limits:

- \$5,250 for undergraduate
- \$10,000 for graduate

Pursuit of a college degree is not a requirement for reimbursement; however, all courses (including job-related or self-improvement) must be taken at an accredited institution.

To see if you qualify for this great benefit, go to the Benefits Web site at www.FirstDataBenefits.us and click on the Tuition Reimbursement link under Financial Benefits on the left side of the page. For plan specifics, read the complete Tuition Reimbursement Policy, Tuition Tip Sheet and Tuition Reimbursement Brochure.

To submit a tuition application, log on to: <https://firstdata.tap.edcor.com> at least 14 days prior to the start of your course work. If you are logging on for the first time, use your six-digit employee ID as your user ID and your date of birth (MMDDYYYY) as your initial password. Select "Submit Application" and complete all required fields. **IMPORTANT NOTE: Itemize expenses (tuition, fees, and books) in the appropriate field and estimate your expenses carefully, as reimbursement will not be paid in excess of approved application amounts.** Within 60 days of completing your coursework, submit your request for reimbursement with the required documentation to the above Web site, Reimbursement will occur, provided all requirements have been met.

If you still have questions, call Edcor, our tuition administrator, at 888-622-0150, Monday – Friday, 8am to 8pm Eastern Time.