

## Want to Further Develop your Career? Take Advantage of First Data's Tuition Reimbursement Program

Professional development and learning are part of an ongoing journey. You play an integral role in the direction and success of your career through learning opportunities at work and also outside of work. First Data's Tuition Reimbursement Program is available to provide financial assistance if you want to continue your formal education or take a college course to improve your skills in a particular area.

First Data offers financial reimbursement of eligible tuition expenses to employees who have one year of service with the company. All coursework requires on-line application and approval by your manager before coursework begins. Upon successful completion of the coursework, the plan will reimburse you for eligible expenses (tuition, books and fees) up to the annual limits:

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

\*these amounts are reduced by half for part-time employees working less than 30 hours/week  
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](http://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 using Edcor's website. Reimbursement will be sent directly to you from Edcor, provided all requirements have been met.

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