

**EMPLOYEE EDUCATION ASSISTANCE PLAN
REQUEST FOR TUITION REIMBURSEMENT**

FORM NO. X-2692 (REV.10-19) PAGE 1 OF 2

All Blanks Must Be Completed to Avoid Return of This Request.

I have satisfactorily completed the following class (es) and am requesting payment from the FirstEnergy education assistance program.

EMPLOYEE NAME		SAP NO.		PHONE NO. (Location Code/Extension)		STATE OF RESIDENCE	OPERATING COMPANY
MAIL STOP	LOCATION	DEPARTMENT		LOCAL BARGAINING UNIT NO.		PAYROLL <input type="checkbox"/> WEEKLY <input type="checkbox"/> BI-WEEKLY	

HAVE YOU COMPLETED PRIOR APPROVAL FORM X-810 FOR THIS COURSE OF STUDY? YES NO DATE FORM WAS APPROVED _____. (If NO, This Form Will NOT Be Processed)

DEGREE LEVEL
 ASSOCIATE (2-YR.) BACHELOR MASTER CERTIFICATE / DIPLOMA PROFESSIONAL ACCREDITATION PSI

NAME OF EDUCATIONAL INSTITUTE MAJOR FIELD

1. If these classes complete a program, please attach (or mail when available) a copy of your certificate or diploma.
2. In order to receive payment, you must attach a copy of your grades (or notice of successful completion) and an **itemized billing statement** from the school. Please forward a copy of this form to Tuition Reimbursement, A-GO-7, and **retain a copy for your records.**

REQUIRED: I am receiving tuition assistance from the following sources. On each source include the amount and put your initials next to the amount. **

	SOURCE	AMOUNT	INITALS		SOURCE	AMOUNT	INITALS
<input type="checkbox"/>	GRANT			<input type="checkbox"/>	DISCOUNT		
<input type="checkbox"/>	SCHOLARSHIP			<input type="checkbox"/>	OTHER MONEY		
<input type="checkbox"/>	G.I. BILL			<input type="checkbox"/>	NOT GETTING ANY FREE MONEY		

** For each item checked, you must provide an itemized invoice with the amounts indicated on it. Letters from the school will not be accepted.

EMPLOYEE SIGNATURE	DATE	SUPERVISOR'S SIGNATURE	PHONE NO. (Location Code/Extension)
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EMPLOYEE – COMPLETE THIS SECTION

CLASS TITLE	CREDIT HOURS*	COST PER CREDIT HOUR	TOTAL COST (Credit Hours x Cost Per Credit Hour)	FINAL GRADE	REIMBURSEMENT PERCENTAGE*	EXPECTED REIMBURSEMENT (Total Cost x Reimbursement Percentage)	Final Reimbursement Amounts Are Subject to Review and Verification. *If non-credit course, use 1 * A = 90%, B = 80%, C = 70%, pass = 70%

HR APPROVAL	DATE	TOTAL APPROVED
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PLAN SUMMARY

FOR USE BY – Full time regular employees covered by the program.

MORE INFO – Refer to the Educational Assistance Plan Summary for plan details, i.e., eligibility, approved courses of study, learning institutions, and reimbursement schedule. This document can be found on the Employee Handbook SharePoint site or on www.myfirstrewards.com .

PROGRAM APPROVAL – To obtain approval on degree program or course(s).

- Complete Form X-810. To obtain this form contact your local Human Resources office, the HR Service Center, or use the Electronic Forms Database.
- After you complete this form, route for approval to your supervisor and then to Corporate Human Resources Benefits Section, A-GO-7, to assure that the cost of the course of study is reimbursable.
- After review and counseling as necessary, a copy of the request will be returned to you.

REIMBURSEMENT – Upon satisfactory completion of the course(s), submit a Request for Tuition Reimbursement Form X-2692 along with photocopy of proof of course grades and an itemized statement of charges from the school. Form X-2692 should be mailed to Tuition Reimbursement at A-GO-7, faxed to 330-761-2314 or emailed to HRService@firstenergycorp.com

Note: Grade reports issued to the student via the internet may be used if they are final and contain information identifying the student.

Note: When an employee receives assistance from an outside source (free money) the amount received will be deducted from the total cost of the courses and the difference, if any, will be subject to the reimbursement provisions of the plan.

PAYMENT – Reimbursements are processed on a ‘first come, first served’ basis, usually within 2-4 weeks after your form is received. Reimbursements are included in your paycheck and if applicable, taxes are withheld.

CLARIFICATION – Questions concerning this program in general should be directed to your local Human Resources office or the HR Service Center.

Questions concerning submitted ...

- Prior Approval Form (X-810) should be directed to the Corporate Human Resources Benefits Section, Internal extension 825/4363; External extension 330-761-4363.
- Reimbursement Form (X-2692) should be directed to Tuition Reimbursement, Internal extension 825/2414; External extension 330-384-2414. Forms should be faxed to 825/2314 or 330-761-2314.