

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

FORM NO. X-2692 (REV. 12-24) 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		EMPLOYEE ID 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? <input type="checkbox"/> YES <input type="checkbox"/> N O    DATE FORM WAS APPROVED _____. (If <u>NO</u> , this Form Will <u>NOT</u> Be Processed)									
DEGREE LEVEL <input type="checkbox"/> ASSOCIATE (2-YR.) <input type="checkbox"/> BACHELOR <input type="checkbox"/> MASTER <input type="checkbox"/> CERTIFICATE / DIPLOMA <input type="checkbox"/> PROFESSIONAL ACCREDITATION <input type="checkbox"/> 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 create a ticket in Empower and attach the form and all documentation to the ticket.

**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	INITIALS		SOURCE	AMOUNT	INITIALS
<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)	
--------------------	--	------	--	------------------------	--	-------------------------------------	--

**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)	<b>Final Reimbursement Amounts Are Subject to Review and Verification.</b>  *If non-credit course, use 1  * A = 90%, B = 90%, C = 75%, pass = 75%

HR APPROVAL		DATE		TOTAL APPROVED	
-------------	--	------	--	----------------	--

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

FORM NO. X-2692 (REV.12-24) PAGE 2 OF 2

**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 at <https://firstenergycorp.sharepoint.com/mcas.ms/sites/benefits/SitePages/Educational-Assistance-Plan.aspx>

**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 create a ticket in Empower and attach the form and all documentation to the ticket, 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. Create a ticket in Empower and attach the form and all documentation to the ticket.

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.

For questions concerning submitted documents, please submit a ticket in Empower.