



Adobe Fill And Sign

Education Reimbursement Program – Global

[2017 Reimbursement Amounts](#)

Adobe will provide education assistance for courses and programs, certificate programs and graduate programs as long as the course work is business related and meets other eligibility criteria described within this policy document. Note: Courses and programs must be taken through regionally accredited colleges and universities. The costs of courses and programs that are eligible under this Education Reimbursement Program are paid from the corporate budget –not from individual employee cost centers. The “business related” determination of courses and programs is made by your manager.

To be eligible for reimbursement under the Education Reimbursement Program, courses and programs must exceed one week in duration based on start date and end date of the course or program. One or two-day or week-long courses, seminars and certificate programs are NOT reimbursable through the Education Reimbursement Program even if they are business related. However, the following two short term certification programs ARE eligible for the Education Reimbursement Program: Six Sigma and Green Belt.¹

For additional information related to the administration of this program see the following Application and Reimbursement Processes and Reimbursement Amounts for your region:

[United States & Canada](#)

[India, Japan & APAC, EMEA and LATAM](#)

[2017 Reimbursement Amounts](#)

Who is Eligible?

All regular Adobe employees (including interns and Adobe paid temporary employees where legally required²) are eligible to participate in the program. Regular employees include part-time employees who work the minimum hours required to be eligible for benefits.

You must be employed with Adobe when the course begins and ends in order to receive reimbursement.

¹ If you would like to take any other business related program that is one week or shorter in duration, you should ask your manager if he/she is willing to approve and reimburse you under your department's cost center budget and follow that reimbursement process (do not submit through the Education Reimbursement Program).

² Interns and Adobe paid temporary employees are eligible only in EMEA.

Benefit Amounts

A c r o b a t J S

The below amounts represent the maximum reimbursement amount per calendar year. These amounts are considered a benefit-in-kind and will be a taxable income for employees unless not required by local tax rules. **Note: The benefit will be non-taxable in India.**

Region	Annual Benefit Amount (USD)*
North America (US & Canada)	\$10,000.00
India, Japan & APAC	\$10,000.00
EMEA	\$10,000.00
LATAM	\$10,000.00
* Local currency conversion where applicable. The annual benefit amount is established by Concur in local currency based on the applicable currency exchange rates as of the first Saturday in December prior to a new calendar year. For example, the 2017 annual benefit amounts were established from currency exchanges as of December 3, 2016. Local benefit amount may increase or decrease annually based on applicable currency exchange rates.	

How the Program Works?

You will receive reimbursement for the cost of tuition and required books specific to business-related course work. You may request reimbursement upon successful completion of the course with a grade of "C" or better or "P" (pass/fail), local country equivalent. For certification programs greater than one week in duration, your Certificate is your documentation of successful completion. Adobe will pay 100% of these costs up to a maximum benefit allowed, less appropriate taxes as applicable.

For additional information related to the administration of this program see the following Application and Reimbursement Processes and Reimbursement Amounts for your region:

[United States & Canada](#)

[India, Japan & APAC, EMEA and LATAM](#)

[2017 Reimbursement Amounts](#)

Timeline for Eligible Expense Submission and Reimbursement

For 2017 calendar year

Reimbursement of 2017 claims against 2017 annual benefit	January 1- December 5, 2017	United States and Canada: Submit your claims for reimbursement with all required documentation for courses and programs you completed in 2017 by December 5, 2017
	January 1- December 30, 2017	Rest of World: Submit your claims for reimbursement with all required documentation for courses and programs you completed in 2017 by December 30, 2017.



Reimbursement of 2017 claims against 2018 annual benefit	December 5, 2017- May 31, 2018	United States and Canada: Window to submit 2017 dated claims against 2018 benefit. Following 5/31, no 2017 claims will be reimbursed.
	January 1, 2018- May 31, 2018	Rest of World: Window to submit 2017 dated claims against 2018 benefit. Following 5/31, no 2017 claims will be reimbursed.

All courses taken will be reimbursed in the year in which the final claim and all receipts (invoices) and course grade have been submitted, and will be charged to that year's \$10,000 allowance. Any courses completed but submitted after December 5th (U.S. and Canada) and December 30th (rest of world) through May 31 will be reimbursable from the next year allowance, and no further reimbursements will be issued for courses completed in the prior year following that final submit date.

Adobe is not responsible for payment of any courses or eligible costs which exceed the annual \$10,000 reimbursement.

Additional information on eligible and ineligible expenses can be found in the [Education Reimbursement Program Expenses](#) section of this document.

For additional information related to the administration of eligible expense see the following Application and Reimbursement Processes and Reimbursement Amounts for your region:

[United States & Canada](#)
[India, Japan & APAC, EMEA and LATAM](#)
[2017 Reimbursement Amounts](#)

Disclaimer

The Company reserves the right to interpret and to make changes to or withdraw from this plan at any time, subject to applicable legal requirements.

Application and Reimbursement Process

United States and Canada

How The Program Works?

Benefit Amount

United States: annual benefit amount is \$10,000.00.

Canada: annual benefit amount is CAD 13,377.00.

Eligibility

All regular Adobe employees are eligible to participate in the program. Regular employees include part-time employees who work the minimum hours required to be eligible for benefits. The minimum weekly hours for the US and Canada are outlined below.



Country:	Hours/week to be eligible:
United States	24 or more hours per week
Canada	20 or more hours per week

Program Administration

TRI-AD is the administrator for this Education Reimbursement Program. You can reach TRI-AD by e-mail at tuition@tri-ad.com, or by phone Monday through Friday 5:00 a.m. to 6:00 p.m. PT toll free at 855-482-3623. If you would like to apply for Education Reimbursement, please follow the procedure outlined below.

Application Process

Prior to the start of the term:

Obtain an Education Reimbursement Application form PRIOR to registering for the class. Forms are available through your log in on the [TRI-AD website](#) in the "Resources-Tuition" section under the "Documents and Forms" link on the right side menu.

Complete the Education Reimbursement application and have your Manager sign it. You must have your manager's approval prior to signing up for the class, in case of scheduling or time commitment issues.

Hold onto the signed application form to submit with your claim to TRI-AD once you successfully complete the course. At that time, you will enter your claim online and submit the following required documentation:

- Signed Education Reimbursement Program Application form
- Documentation that clearly indicates the duration of your course or program -specifically the start date and the end/completion date. (This will be your proof that your course or program exceeds one week in duration.)
- Copy of your grade report that shows a grade of "C" or better, or "P" (if pass/fail). Or the certificate issued to you if you took a certification program.
- University "detail" invoice(s) listing tuition and fees charged
- Invoices/receipt for textbooks



For a list of accredited US-related institutions, please see: <http://ope.ed.gov/accreditation/>. In Canada, please see: <http://www.cicic.ca/868/Search-the-Directory-of-Educational-Institutions-in-Canada/index.canada>.

Note: Do not submit your expenses on an expense report. Also note that reimbursement requests must be submitted in a timely manner for reimbursement in the calendar year in which you complete the course. Courses cannot be reimbursed in a future year. Employees utilizing the Education Assistance Program, who are actively taking courses throughout the year, are required to track their own Adobe allowance, with information available on the [TRI-AD website](#). Please note: Adobe is not responsible for payment of any courses or eligible costs which exceed the annual \$10,000 reimbursement.

You will not receive reimbursement for university or student associated costs and fees. Examples of associated costs and fees include, but are not limited to library fees, lab fees, Certificate fees, CLEP test fees, facility fees, technology fees, test fees, calculators, identification cards, student health fees, parking, late fees, prepayment fees, art supplies, software, preliminary tests, such as the Graduate Management Admission Test (GMAT), LSAT, MDA, etc

Reimbursement

Reimbursements are processed through Payroll and are automatically deposited into your paycheck within three pay periods of submitting your claim and documentation to TRI-AD and claim approval.

The reimbursed amount will be reflected in the section marked "other" on your paystub and will be coded as "educast."

Income Tax Implications

United States:

The IRS allows reimbursement to be paid tax-free, as outlined in Code Section 127, up to a maximum of \$5,250 per calendar year, for both undergraduate and graduate level classes. If you utilize the full benefit of \$10,000, \$4,750 will be treated as taxable income.

Canada:

Canada Customs and Revenue Agency has indicated:

- A course that has at least 50% of the employee's job function and is determined to be a benefit to the employee's job, will be considered a non-taxable benefit to the employee.
- A course that does not relate to at least 50% of the employee's job function and is not a benefit to the employee's job, will be considered a taxable benefit to the employee.

Please refer to CCRA tuition guidelines for more information.

Questions about the program

Register on the TRI-AD website to create your user name and password. From your log in, you will be able to view your available balance, program information, application forms, enter your claim online and submit electronically. For questions about the program, claim submission, or reimbursement process, you may contact TRI-AD via e-mail to tuition@tri-ad.com, or by phone Monday through Friday 5:00 a.m. to 6:00 p.m. PT toll free at 855-482-3623.

All forms, information and yearly balances are available through TRI-AD's website, www.tri-ad.com. You may opt in for notifications of when your claim is received, reviewed, and paid through the "Manage Emails" link on the Home page. Emails are sent to your Adobe email address or you may provide a personal e-mail address in the same area of the website.

India, Japan & APAC, EMEA and LATAM

How the Program Works?

Eligibility

All regular Adobe employees (including interns and Adobe paid temporary employees where legally required³) are eligible to participate in the program. Regular employees include part-time employees who work the minimum hours required to be eligible for benefits.

The minimum weekly hours for each region is outlined below.

Region:	Hours/week to be eligible:
India, Japan & APAC	n/a
EMEA	n/a
LATAM	Regular, full-time employees only.

Application Process

Prior to the start of the term, you must request approval from your manager prior to registering or enrolling in a course or program. Managers are responsible for ensuring that the criteria for Education Reimbursement is met. You must also have your manager's approval prior to signing up for the class, in case of scheduling or time commitment issues. To request approval, complete the "Application for Education Reimbursement" form.

³ Interns and Adobe paid temporary employees are eligible only in EMEA.

Reimbursement Process

After successfully completing the course, you should log into [Concur](#) to request reimbursement by expensing applicable tuition and fees to the cost centers outlined on page 9 of this policy.

Submit your reimbursement request for the cost of tuition and required books specific to the approved business-related course work. Please submit the following required documentation:

- Completed & signed "Application for Education Reimbursement" form
- Copy of your grade report
- Documentation that clearly indicates the duration of your course or program –specifically the start date and the end/completion date. *(This will be your proof that your course or program exceeds one week in duration.)*
- University "detail" invoice(s) listing tuition and fees charged
- Invoices/receipt for textbooks
- You will also need to enter the appropriate cost center and expense type which can be found on page 9 of this policy.

Reimbursements will be issued through **Payroll** after you submit all receipts and your claim is approved. You will receive your reimbursement depending on your submission date in accordance with normal pay periods and timelines for your respective country.

Employees utilizing the Education Reimbursement Program, who are actively taking courses throughout the year, are required to track their own Adobe allowance.

Education Reimbursement Program Expenses

Eligible:

Tuition only: receipt must state tuition (additional itemized costs will NOT be eligible)
 Registration Fee
 Distance (within country) Education/On-line Fee (on-line courses)
 Required Textbooks (Textbook receipts must show title of book purchased—tax and shipping is eligible)

Not Eligible: (University-related mandatory and optional fees)

Technology Fee	Accidental Insurance Premium
Lab fees and supplies	Association Fee
Library Fee – Access/Upgrade	Enhancement Fee (ACAD)
CLEP Test Fees	IRA Fee
Certificate Fee	Counseling Fee (academic)

Test Fees (including test sheets/NOT test fees for accreditation)	I.D. Tag
Document Fee	Student Activity Fees
General Service Fee	Student Government Fee
Late Fees	Student Services Annual Association Fee
Partial Payment Fee	Student Union Fee
Printing Fee	University Union Dues/Fees
Transcript Fees	Lab supplies
Lodging/Residency	School supplies (pens, pencils, calculators, any misc. supplies)
Meals	Software/Hardware
Travel/Transportation Cost	CPA exam fee
Facility Fee	GMAT – Graduate Test fee
Recreation Center Fee	LSAT – Law School Admission Test fee
Parking	Preliminary Test Fee (placement evaluation test)
Counseling Fee (health)	Health Service Fee

Please note: The above lists are meant to be representational of the types of expenses that are either eligible or not, but are not exhaustive lists.

Income Tax Implications

The approved Education Reimbursement Program reimbursements will be issued through Payroll may be treated as benefit in kind for taxation purposes per country regulations. ***Note: The benefit will be non-taxable in India.***

Questions about the program

Contact the Employee Resource Center (ERC) if you have questions about this program by phone at 6HELP, option 2, or by e-mail at erc@adobe.com.

Contact expense@adobe.com if you have questions about your reimbursement or the Concur tool.

2017 Education Reimbursement Amounts

U.S., India, Japan, APAC, EMEA, LATAM and Canada

U.S.

Country	2017 Benefit Amount (Local Currency)
United States	USD \$10,000

India, Japan & APAC

Country	In Concur Select Cost Center	Expense Type	2017 Benefit Amount (Local Currency)*
Australia	7193113	Global Education Reimbursement (619100)	AUD 13,432.00
China	7791107		CNY 68950.00
Hong Kong	5488808		HKD 77,563.00
India	7890411		INR 684,780.00
Japan	7294509		JPY 1,132,780.00
Korea	7497514		KRW 11,696,140.00
New Zealand	7210005		NZD 14,079.00
Singapore	7398118		SGD 14,256.00
Taiwan	7792006		TWD 318,444.00

**Local currency conversion where applicable. The annual benefit amount is established by Concur in local currency based on the applicable currency exchange rates as of the first Saturday in December prior to a new calendar year. For example, the 2017 annual benefit amounts were established from currency exchanges as of December 3, 2016. Local benefit amount may increase or decrease annually based on applicable currency exchange rates.*

EMEA

Country	In Concur Select Cost Center	Expense Type	2017 Benefit Amount (Local Currency)*
Austria	5296212	Global Education Reimbursement (619100)	€ 9,403.00
Belgium	5498134		€ 9,403.00
Czech Republic	6095503		CZK 254,420.00
Denmark	4895581		DKK 69,955.00
Finland	4795555		€ 9,403.00
France	5394509		€ 9,403.00
Germany	5920250 (ASEG) 5294509 (NLGM)		€ 9,403.00
Ireland	5484509		€ 9,403.00
Israel	7193113		ILS 38,301.00

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Program Owner: Global Benefits

Country	In Concur Select Cost Center	Expense Type	2017 Benefit Amount (Local Currency)*
Italy	2595553		€ 9,403.00
Netherlands	5494509		€ 9,403.00
Norway	4694509		NOK 84,879.00
Poland	6100027		PLN 41,905.00
Romania	5695584		RON 42,429.00
South Africa	5696006		ZAR 139,250.00
Spain	5595507		€ 9,403.00
Sweden	2394509		SEK 92,087.00
Switzerland	5795507 (ALST) 1990580 (DMCH)		CHF 10,126.00
United Arab	5488588		AED 36,730.00
United Kingdom	4194509		£ 7,970.00
<i>*Local currency conversion where applicable. The annual benefit amount is established by Concur in local currency based on the applicable currency exchange rates as of the first Saturday in December prior to a new calendar year. For example, the 2017 annual benefit amounts were established from currency exchanges as of December 3, 2016. Local benefit amount may increase or decrease annually based on applicable currency exchange rates.</i>			
<i>Note: Employees at sites that do not have a fringe cost center should submit to their own cost center and the expense allocation can be handled administratively. Your expense request will go to your manager for approval.</i>			

LATAM

Country	In Concur Select Cost Center	Expense Type	2017 Benefit Amount (Local Currency)*
Brazil	7697518 (ADBZ Fringe)	Global Education Reimbursement (619100)	BRL 34,215.00
Mexico	194509 (ADUS Fringe)		MXP 206,478.00
Chile	7698009 (ADCL Fringe)		COP 6,737,080.00
Colombia	8100012 (ADCO Fringe)		COP 30,884,000
Bermuda	5696759 (AILP Fringe)		BMD 10,000.00
*The annual benefit amount is established by Concur in local currency based on the applicable currency exchange rates as of the first Saturday in December prior to a new calendar year. For example, the 2017 annual benefit amounts were established from currency exchanges as of December 3, 2016. Local benefit amount may increase or decrease annually based on applicable currency exchange rates.			

Canada

Country	2017 Benefit Amount (Local Currency)*
Canada	CAD 13,377.00
<i>*The annual benefit amount is established in local currency based on the applicable currency exchange rates as of the first Saturday in December prior to a new calendar year. For example, the 2017 annual benefit amounts were established from currency exchanges as of December 3, 2016. Local benefit amount may increase or decrease annually based on applicable currency exchange rates.</i>	