

Tuition Assistance Program

September 2020 | C03.037



What is covered?

Upon providing proof of course completion, colleagues are eligible to receive Tuition Assistance of 100% up to a maximum of:

- \$1,200 CAD per calendar year; or
- \$2,500 CAD per calendar year if the Eligible Course is related to graduate or post-graduate studies, or a professional certificate or designation (e.g. CPA, CMA, CEBS, CHRP, etc.).

Tuition assistance includes reimbursement of eligible course tuition fees, required materials (e.g. books), and where applicable, related entrance exam and examination preparation course fees.

Who is eligible for assistance?

Colleagues who are actively employed in a permanent full-time, salaried, non-union position; and have completed a minimum of six (6) months of continuous employment with the Company prior to the date on which the Eligible Course commences

Which courses are eligible?

Completed courses eligible for tuition assistance must meet the following four criteria:

- pre-approved by a colleague's manager;
- related to the colleague's current position or to career development but not essential for a colleague to perform his/her job (see "The Fine Print");
- independent of or leading to a diploma, degree, professional certificate or designation; and
- taken during personal time through a traditional classroom, online, distance learning or correspondence program at an accredited educational institution.

What is the process?

Colleagues must obtain pre-approval from their manager prior to commencing the course through an approved Tuition Assistance Application Form.

For Colleagues not using Concur:

Manager approves and sends the colleague's tuition reimbursement to shsexpf@loblaw.ca with the following documents attached:

- Expense report (Continuing Education)
- Pre-approved Tuition Assistance Program Application form
- Copy of receipt(s) for payment of tuition & required course materials
- Documented evidence of successful course completion

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What is the process?

For Colleagues using Concur Expense Program:

After successful completion, Use the “Concur Expense” tab and follow the directions to “Create a New Claim” Using the following guidelines:

- In the claim header, please write the course name and name of academic institution in the comment field.
- Ensure you choose the applicable Expense Type: Tuition- \$1200 or Tuition-\$2500
- The transaction date must be the date of the final examination/session.
- Type “yes” in the comment field if you have attached the required documents.
- Tuition reimbursements need to be submitted within 6 months of transaction date. Failure to submit within this time period will require EVP approval.

The Fine Print

A Colleague on an approved leave of absence (e.g. Maternity leave) who was eligible to apply for Tuition Assistance prior to the date the LOA began may receive Tuition Assistance upon return from leave provided all eligibility criteria outlined in this Policy are met.

Courses that are job required (e.g. to maintain a licensing requirement) or that are considered necessary (e.g. to develop competencies needed to satisfactorily perform the job), are Training Courses and are not eligible under the Tuition Assistance Program. Where required or Company-initiated, such Training Courses, as well as Conferences, Seminars and Workshops are charged to the department, business unit or function training budget.

The maximum annual eligibility provision is \$1200 or \$2500 and is credited based on the calendar year in which Tuition Assistance is paid. Company-paid Tuition Assistance cannot be claimed by a colleague for tax purposes.

A colleague whose employment is terminated, for any reason, prior to the completion of a course is ineligible for Tuition Assistance.

The Final Say

Interpretation of this Policy rests with the Chief Human Resources Officer.