

RealPage Tuition Reimbursement Program

RealPage Tuition Reimbursement Program RealPage supports continued development for our employees through education or acquisition of additional skills. For individuals who voluntarily elect courses outside regular business hours, education assistance may be available for approved individual courses that maintain or improve skills required in an employee's present job or enhance their potential for advancement to a position within the company.

To be eligible for reimbursement, the employee must have active regular full-time employment status and not serving notice at both the commencement and completion of all courses. Employee should have cleared the probation period and in confirmed status and be subject to no corrective action plans in the last 90 days and submit the proper forms by the deadline dates.

The employee must attend an accredited institution for education, training, and certification. Reimbursement is subject to successful completion of the certification only.

The employee is eligible to be reimbursed a maximum of INR 50,000 in a calendar year.

Note: Teammates are required to seek Pre-Approval every calendar year, to be eligible for reimbursement for courses which is planned for more than one year.

To request educational expense reimbursement, the employee must first complete and submit the following to HR_BP@RealPage.com at least **15 days in advance** of registration in a course:

1. [Tuition / Certification Reimbursement Pre-Approval Form](#)
2. Detailed description of the course content as defined by the educational institution

If educational expense reimbursement is approved for a course/certification, the employee will pay registration, tuition/training fee in full at the time of registration. The following information must be sent to the HR team **within 30 days of the end of the term/Course Completion**:

1. Tuition Reimbursement Form
2. Proof of Final Grade(s), Certification/Training completion
3. Receipt to confirm payment for tuition fee.

NOTE: Management reserves the right to revise or withdraw this policy at any time with proper notification to the Teammates. Any amount reimbursed through Tuition reimbursement policy will NOT be taxable in the hands of the employee