



Educational Reimbursement Assistance Program

Fanatics is pleased to offer an Educational Reimbursement Assistance Program (the “Program”) that encourages Employees to pursue a path of self-development through further learning. We believe that this is an important part of our overall benefit strategy, offering everyone an opportunity to prepare for future growth and skill development.

Our Program offers assistance with the cost of tuition and certain expenses related to the pursuit of a high school diploma, college degree, as well as expense reimbursement for Company-approved certification or licensing programs.

Please note: There are some country-specific variances to the policy and process detailed below. These differences may be found in Appendix A.

Employee Eligibility

To be eligible for the Program, the Employee must:

- Be a regular, full-time employee; and
- Have completed at least one-year full-time employment and
- Be an employee in one of the following countries: United States, Honduras, India, Japan, Thailand or the United Kingdom. Employees outside these countries are not currently eligible for our Educational Reimbursement Assistance program.

Degree Programs (GED, Bachelors, Post-Graduate, etc.)

Course Criteria

- Our Program provides reimbursement of tuition and other expenses related to a course taken from an accredited institution when the course(s) are reasonably applicable to the work the Employee is doing or for which the Employee might be reasonably expected to be qualified to do; and/or the course is in a field of interest to the company and a reasonable chance exists for the company to derive some benefit from it. A preparation course for entrance exams, certification exams, etc. is only considered eligible if it is a mandatory requirement to take the exam; non-mandatory courses are ineligible.

Eligible Expenses

- Eligible expenses include tuition and required textbooks.

- Tuition associated with ineligible courses (those that do not meet the criteria described above), non-mandatory preparation course (e.g., GRE/GMAT preparation courses) fees, and the costs associated with optional fees or supplies are **not eligible for reimbursement**.
- Tuition paid for using a **loan** is generally not eligible for reimbursement. Reach out to us if you have extenuating circumstances that you feel warrant a review.

Reimbursement Schedule

- Eligible expenses will be reimbursed when an Employee achieves a passing grade. For the purposes of this Educational Reimbursement Assistance Program, a passing grade is defined as a grade of C or higher in a course graded on an A-F grading scale of “Pass” in a course graded on a pass/fail basis.

Certification and Licensing Assistance

Program Criteria

- Our Program provides reimbursement of costs and fees associated with a Certification or Licensing program when the certification or license is related to the Employee’s job function and is not being reimbursed from another source. A preparation course for entrance exams, certification exams, etc. is only considered eligible if it is a mandatory requirement to take the exam; non-mandatory courses are ineligible.

Eligible Expenses

- Eligible expenses include expenses associated with an eligible review course or examination fees.
- If a new certification or license is not applicable to your current job, you will not be eligible for reimbursement. This includes programs which qualify an Employee for a job function in which the company is not likely to benefit and fees for courses that do not result in a professional certification or license (e.g., continuing education courses required to maintain a professional license).
- Ongoing costs associated with periodic license renewal and dues for membership in professional associations are not covered by this Program. Such expenses should be submitted as a business expense if the license renewal or membership is necessary for the Employee to perform their job duties and if approved by the Employee’s manager, supervisor, and/or HR representative.

Reimbursement Schedule

- 100% Tuition Reimbursement up to Maximum: Certification courses that are necessary for the job to insure the Employee has the immediate competencies to satisfactorily perform the job or certification courses that are not essential for the Employee to perform the job but will enhance the individual’s capabilities in his or her job and are linked to the Employee’s development plan.
- No Reimbursement: Certification courses that are not essential for the Employee to perform the job and are not linked to the business need or to the Employee’s development plan.

Reimbursement Maximum

An Employee may be reimbursed up to a maximum of \$3,000 per calendar year for approved coursework or certification and licensing assistance. Reimbursements count toward the calendar year in which the course is completed, not when reimbursement takes place. For clarity purposes, a course is “completed” when all work necessary to the course has concluded, regardless of when the final grade is issued.

Reimbursement Deadline

Reimbursement requests should be submitted **no later than thirty (30) days following completion of the course**. Where permitted by applicable law, a reimbursement request submitted **more than sixty (60) days** following course completion is not eligible for reimbursement.

Repayment Requirements

In order to be eligible for reimbursement, an Employee must complete a Educational Reimbursement Assistance Repayment Agreement that requires the Employee to repay amounts received for tuition assistance if s/he voluntarily separates from the Company as follows:

Time Elapsed (The amount of time between the date(s) of reimbursement and the voluntary separation date).	Percentage of Repayment (Applicable to the amount of Program benefits received during the 12 months prior to separation)
3 Months or Less	100%
More than 3 months, but fewer than 6 months	75%
More than 6 months, but fewer than 9 months	50%
More than 9 months, but fewer than 12 months	25%

Under this provision, the Company may withhold from an Employee’s final paycheck, to the extent permitted by applicable law, monies up to the amount due to the Company for any Program benefits received during this timeframe.

Application Process

To participate in our Program the employee will need to discuss the coursework/certification they wish to complete with their manager and/or local HR Representative to obtain approval. The request can be denied if there are current and ongoing performance issues that are documented. Additionally, employees must understand that courses cannot interfere with their work schedule or responsibilities and any courses taken are done so on personal, unpaid time. On the Educational Reimbursement Assistance Request Form the employee’s manager and/or local HR Representative should include a wet (original) signature, or an email can be sent directly to healthandwellbeing@fanatics.com directly from the manager and/or local HR Representative. The approval and the supporting documentation should be received **at least 14 days prior to the class or program start date or the examination date**.

Applications will be evaluated for clear alignment between the Employee's educational ambitions and the organization's needs and the criteria outlined above.

Reimbursement Process

To receive reimbursement submit proof of completion with a passing grade as detailed in our policy document to the Benefits team:

- **An invoice or statement from the school indicating fees charged and the amount paid (the requested amount should not include any scholarships or loans that have not been paid back) and**
- **A copy of your report card or program grade card which shows your name, course title and grade.**

Once received, reimbursement will be made through our payroll system as soon as is practicable, but no later than two pay periods following the submission of the request for reimbursement. (Note: the \$3K is applied to the year the course is completed, not on the year the reimbursement is submitted or paid out.)

If a passing grade is not achieved, reimbursement will be declined (see grade requirements above). Reimbursement will also be declined if an Employee withdraws or receives an incomplete grade or submits their grades more than 60 days post course completion. Incompletes must be completed within a 6-month period to receive reimbursement. Finally, an Employee will not receive reimbursement if they terminate employment for any reason prior to completion and processing of their reimbursement payment.

Taxability

Depending on your country and personal tax situation, the amount reimbursed may be considered taxable income with appropriate tax required to be withheld. Fanatics will reimburse eligible amounts paid, up to the annual maximum, but taxes will be withheld if required by law so employees may not receive the full amount they initially paid. For example, if an employee in the UK incurs £2,000 in eligible expenses and is in the basic rate tax band (20%), then £400 of the reimbursement would be withheld for taxes and the employee would receive £1,600. For questions on the taxable aspect of this policy for your country or personal situation please consult a tax professional.

Final Thoughts

Fanatics reserves the sole discretion to determine whether tuition and other expenses related to a course meet the criteria for reimbursement under our Program. Additionally, Fanatics reserves the right to amend, alter, change or repeal this program at any time in its sole discretion.

If you have any questions, please reach out to the benefits team at healthandwellbeing@fanatics.com.

Appendix A: Country Specific Variances to Policy

Country	Eligibility	Reimbursement Maximum	Application Process	Reimbursement Process
United Kingdom	All permanent employees contracted for at least 16 hours weekly. Permanent employees contracted for less than 16 hours will be considered on a case-by-case basis.	£2,000 per calendar year	<p>Program approval must come from (and be signed by) employee's direct manager or supervisor.</p> <p>Completed application forms should be submitted to your local Human Resources representative, not the Health and Wellbeing mailbox, at least 14 days prior to the class or program start date or the examination date.</p>	To receive reimbursement, within sixty days of course completion, submit proof of completion with a passing grade as detailed in this policy document to your local Human Resources Manager.
Honduras	All permanent, full-time employees.	L73,500 per calendar year	<p>Program approval must come from (and be signed by) employee's direct manager or supervisor.</p> <p>Completed application forms should be submitted to your local Office Manager, not the Health and Wellbeing mailbox, at least 14 days prior to the class or program start date or the examination date.</p>	To receive reimbursement, within sixty days of course completion, submit proof of completion with a passing grade as detailed in this policy document to your local Office Manager.
India	All permanent, full-time employees.	\$3,000 USD per calendar year	<p>Program approval must come from (and be signed by) employee's direct manager or supervisor.</p> <p>Completed application forms should be submitted to your local Office Manager, not the Health and Wellbeing mailbox, at least 14 days prior to the class or program start date or the examination date.</p>	To receive reimbursement, within sixty days of course completion, submit proof of completion with a passing grade as detailed in this policy document to your local Office Manager.

Japan	All permanent, full-time employees.	¥300,000 per calendar year	<p>Program approval must come from (and be signed by) employee's direct manager or supervisor.</p> <p>Completed application forms should be submitted to your local Human Resources representative or Office Manager, not the Health and Wellbeing mailbox, at least 14 days prior to the class or program start date or the examination date.</p>	To receive reimbursement, within sixty days of course completion, submit proof of completion with a passing grade as detailed in this policy document to your local Human Resources Manager.
Thailand	All permanent, full-time employees.	฿75,000 per calendar year	<p>Program approval must come from (and be signed by) employee's direct manager or supervisor.</p> <p>Completed application forms should be submitted to your local Office Manager, not the Health and Wellbeing mailbox, at least 14 days prior to the class or program start date or the examination date.</p>	To receive reimbursement, within sixty days of course completion, submit proof of completion with a passing grade as detailed in this policy document to your local Office Manager.

Note: The amount reimbursed may be considered taxable income depending on your country and personal tax situation. Please refer to the "Taxability" section of this policy for more information and consult a tax professional for advice.



Educational Reimbursement Assistance Request Form

Name	Date	<u>Select One</u>	
Job Title	Department	___ GED or HS Diploma	
Phone/Email	Manager	___ Associate Degree	
School	Semester/QTR/Year	___ Bachelor's Degree	
		___ Graduate Degree	
		___ Certification	
Course Name AND Number/Certification	Program Start Date	Program End Date	Credits
EXPENSES			
Tuition \$	Books \$	Misc. (Specify) \$	Total \$

I have reviewed and understand the terms of the Fanatics Educational Reimbursement Assistance Policy. I also understand that I will be reimbursed for tuition expenses upon submitting proof of completion of courses, including grades and expense documents.

Employee Signature Date

Manager's Signature Date



EDUCATIONAL REIMBURSEMENT ASSISTANCE REPAYMENT AGREEMENT

Name of Employee: _____

I acknowledge that I have applied for reimbursement for the costs of education pursuant to the Fanatics Educational Reimbursement Assistance Program (the "Program"). I further acknowledge that in the event that I receive reimbursement for such costs from Fanatics pursuant to the Program, the following terms shall apply:

In the event my employment with Fanatics (or any of its affiliates) terminates prior to the expiration of twelve (12) months from the date of completion of the course for which I have received reimbursement due to either, (i) a voluntary termination, or (ii) a discharge for cause (as defined below), I shall within ten (10) days after such termination reimburse Fanatics for any and all sums paid to me under the Program, subject to monthly proration.

A discharge "for cause," includes but is not limited to, (i) my commission of any criminal act; (ii) my commission of any act that does not rise to the level of a criminal act, but which involves negligence, insubordination, harassment, dishonesty or other violation of the policies of Fanatics; (iii) my unauthorized use or disclosure of confidential information, trade secrets or other proprietary information; or (iv) any other misconduct, action or by me which Fanatics in its reasonable business judgment determines has or could have an adverse effect upon its business or affairs.

I further agree that, to the extent permitted by law, the amount of reimbursement payable by me under this Educational Reimbursement Assistance Repayment Agreement may be deducted from my last pay and/or any other sums due to me from Fanatics or its affiliate. I agree that, in the event such withholding is insufficient to repay the full amount I owe, I will be responsible for repaying the difference between the amount deducted from my pay and the amount I owe under this Educational Reimbursement Assistance Repayment Agreement. I further agree

that if I fail to pay any sums due under this Educational Reimbursement Assistance Repayment Agreement, (i) interest will accrue on the unpaid amount at the rate of one percent (1%) per month and (ii) I will be responsible for all costs of collection including reasonable attorneys' fees.

By my signature below, I acknowledge and agree to comply with the provisions of the Program, and that nothing in this Agreement is intended to alter my status as an at-will employee.

DATE

SIGNATURE OF EMPLOYEE