



Tuition Reimbursement Program

Fanatics is pleased to offer a Tuition Reimbursement 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.

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.

Tuition Assistance

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.

Eligible Expenses

- Eligible expenses include tuition and required textbooks.
- Tuition associated with ineligible courses (those that do not meet the criteria described above), preparation course (e.g., GRE/GMAT) fees, and the costs associated with optional fees or supplies are **not eligible for reimbursement**.

Reimbursement Schedule

- Eligible expenses will be reimbursed when an Employee achieves a grade of C or higher in a course graded on an A-F grading scale or a “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.

Eligible Expenses

- Eligible expenses include expenses associated with a 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 or supervisor.**

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**. 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 Tuition 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 tuition 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, complete a Tuition Reimbursement form at least 14 days prior to the class or program start date and submit the form to the HR Benefits team at Nations Way in Jacksonville.

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, within sixty days of course completion, 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 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, tuition 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 in order to receive reimbursement. Finally, an Employee will not receive tuition reimbursement if they terminate employment for any reason prior to completion and processing of their reimbursement payment.

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.