



GLOBAL POLICY TUITION REIMBURSEMENT | Eligibility & Seeking Reimbursement

A *Global Policy Tuition Reimbursement Pre-Approval* form **must be** submitted and approved prior to course starting.

ELIGIBILITY

- Must be an active full time employee at time of claiming reimbursement
- Minimum of Successful Performance required at time of program approval and at time of reimbursement
- Course(s) must be taught at an approved and accredited institution
- Reimbursement must be requested within one year following course completion
- All other policy criteria and eligibility items within the Global Policy must be met. In the event there is a conflict between information in this packet and the policy, the policy prevails.

STEPS FOR PRE-APPROVAL OF COURSE(S)

- Complete the ***Global Policy Tuition Reimbursement Pre-Approval*** form
- Submit the completed form, along with all supporting course and school documentation, to Chemours Employee Services via email at EmployeeServices@Chemours.com
- Submissions will be reviewed for eligibility and notice of approval will be issued within 10 business days. In the event the form is not complete, or additional information is needed, the approval process may be delayed.

STEPS FOR REIMBURSEMENT

- Successfully complete an eligible course
- Complete the ***Global Policy Tuition Reimbursement Request*** form
- Submit the completed *Global Policy Tuition Reimbursement Request form*, along with proof of pre-approval, proof of course completion, completed repayment agreement form, final grades, and all receipts to Chemours Employee Services via email at EmployeeServices@Chemours.com
- If a satisfactory grade was not received for a course it is not eligible for reimbursement, and the cost of the units or a prorated amount of the tuition will not be reimbursed. Books or other eligible expenses for courses that did not receive a satisfactory grade will not be reimbursed.
- Forms requiring additional information will be returned to you and may result in delays.
- Notice of approval will be issued within 10 business days.
- Reimbursement will issued for approved amounts within 2 to 4 weeks following final approval.



GLOBAL POLICY TUITION REIMBURSEMENT | Pre-Approval Form

To be considered for reimbursement, this form must be completed in its entirety. Please submit with required documentation to Chemours Employee Services at EmployeeServices@Chemours.com . Courses which do not receive pre-approval prior to enrollment will not be approved.

Last Name		First Name		Employee ID	Contact Phone Number
Type of degree program Undergraduate___ Graduate___		Performance Rating		School Name:	
				Degree/Program Name:	
Course Start Date	Course Title	Credit Hours	Tuition Expense <small>(no fees are reimbursable)</small>	Book Expense <small>(no fees are reimbursable)</small>	Total Estimated Claim <small>80% of expenses up to \$7,500 or \$15,000 per year</small>
Course Start Date	Course Title	Credit Hours	Tuition Expense <small>(no fees are reimbursable)</small>	Book Expense <small>(no fees are reimbursable)</small>	Total Estimated Claim <small>80% of expenses up to \$7,500 or \$15,000 per year</small>
Course Start Date	Course Title	Credit Hours	Tuition Expense <small>(no fees are reimbursable)</small>	Book Expense <small>(no fees are reimbursable)</small>	Total Estimated Claim <small>80% of expenses up to \$7,500 or \$15,000 per year</small>

The following items must be scanned and included with this form for consideration of pre-approval of course(s):

- ✓ Official copy of course titles and descriptions.
- ✓ Any additional supporting course and/or school documentation that you feel is needed to appropriately evaluate your request.

Read the following Agreement Statement and check the box at the bottom to confirm your understanding and acceptance of the terms:

- ✓ I understand that pre-approval of a course does not guarantee future reimbursement.
- ✓ Reimbursement will only be issued upon successful completion of courses and it is my responsibility to submit the appropriate reimbursement request form and supporting documentation within the required timelines.
- ✓ Program covers reimbursement of tuition and books
- ✓ I understand I am responsible for taxes on any amounts reimbursed above country tax limits and Chemours will withhold taxes from tuition reimbursement funds in the event the reimbursement is greater than limits. (I.e. currently in the IRS tax limit of \$5,250 per calendar year).
- ✓ I understand that if this submission does not include the required documentation, it will be returned to me until I provide all of the required documents.

I Agree.

Employee Signature _____ Date _____

Manager Signature _____ Date _____

Chemours Employee Services Approval _____ Date _____



GLOBAL POLICY TUITION REIMBURSEMENT | Request Form

To be considered for reimbursement, this form must be completed, hand written or typed. Agreement section below must be checked, along with employee's signature and date and all required manager signatures. Please submit with required documentation as a scanned copy, within 12 months following the completion date of the coursework, to Chemours Employee Services at EmployeeServices@Chemours.com.

Last Name		First Name		Personnel # or Employee ID		Business Cost Center <small>(must be provided to process reimbursement)</small>	
Type of degree program Undergraduate___ Graduate___		Performance Rating		Are you pursuing the same degree which was originally approved? Yes ___ No ___ <small>Please note: If you have changed your major with the educational institution, you will need to complete a new approval form.</small>			
Class End Date	Course Title	Credit Hours	Tuition Expense <small>(no fees are reimbursable)</small>	Book Expense <small>(no fees are reimbursable)</small>	Total Claim <small>80% of expenses up to \$7,500 or \$15,000 per year</small>		
Class End Date	Course Title	Credit Hours	Tuition Expense <small>(no fees are reimbursable)</small>	Book Expense <small>(no fees are reimbursable)</small>	Total Claim <small>80% of expenses up to \$7,500 or \$15,000 per year</small>		
Class End Date	Course Title	Credit Hours	Tuition Expense <small>(no fees are reimbursable)</small>	Book Expense <small>(no fees are reimbursable)</small>	Total Claim <small>80% of expenses up to \$7,500 or \$15,000 per year</small>		

The following items must be scanned and included with this form for consideration of reimbursement:

- ✓ Copy of Pre-Approval form and Completed Repayment Agreement form
- ✓ Official grade report verifying "C" or higher for undergraduate; "B" or higher for graduate
- ✓ Itemized tuition statement showing tuition expenses (account statement will not be accepted)
- ✓ Book payment receipt showing purchase (charge card receipts and cancelled checks are not accepted). Please indicate which course the book is for on the receipt.

Read the following Agreement Statement and check the box at the bottom to confirm your understanding and acceptance of the terms:

- ✓ I have read and understand all the terms and conditions of the Chemours Global Tuition Assistance program which took effect January 1, 2015.
- ✓ I understand this program replaces all previous Tuition Assistance policies.
- ✓ I understand the program covers reimbursement of tuition and books and pays 80% of expenses, up to \$7,500 or \$15,000 (as applicable) per year or a country specific equivalent based on 10% of SGL 5 Guide Rate.
- ✓ I understand I am responsible for taxes on any amounts reimbursed above country tax limits and Chemours will withhold taxes from tuition reimbursement funds in the event the reimbursement is greater than limits. (i.e. currently in the IRS tax limit of \$5,250 per calendar year).
- ✓ I understand that if this submission does not include the required documentation, it will be returned to me until I provide all of the required documents.
- ✓ I verify that the above amounts reflect appropriate deduction for financial assistance, such as grants, a fellowship or scholarships covering tuition and book expenses that I have received.

I Agree.

Employee Signature _____ **Date** _____

Manager Signature _____ **Date** _____

Chemours Employee Services Approval _____ **Date** _____



GLOBAL POLICY TUITION REIMBURSEMENT | Repayment Agreement Form

Last Name		First Name		Employee ID		Business Cost Center <small>(must be provided to process reimbursement)</small>	
Class End Date	Course Title	Credit Hours	Tuition Expense <small>(no fees are reimbursable)</small>	Book Expense <small>(no fees are reimbursable)</small>	Total Claim <small>80% of expenses up to \$7,500 or \$15,000 per year</small>		
Class End Date	Course Title	Credit Hours	Tuition Expense <small>(no fees are reimbursable)</small>	Book Expense <small>(no fees are reimbursable)</small>	Total Claim <small>80% of expenses up to \$7,500 or \$15,000 per year</small>		
Class End Date	Course Title	Credit Hours	Tuition Expense <small>(no fees are reimbursable)</small>	Book Expense <small>(no fees are reimbursable)</small>	Total Claim <small>80% of expenses up to \$7,500 or \$15,000 per year</small>		

Read the following Agreement Statement and check the box at the bottom to confirm your understanding and acceptance of the terms:

In the event that I resign voluntarily from my employment with Chemours, I agree to repay the tuition assistance money provided to me under the Chemours Tuition Assistance Program, according to following terms:

- ✓ If I resign within 12 months of completing my courses, I am required to repay 100% of my tuition reimbursement to Chemours.
- ✓ If I resign within 13-24 months after completing courses, I am required to repay 50% of my tuition reimbursement to Chemours.
- ✓ I agree that the amount will become due and payable in full upon my resignation.
- ✓ I specifically authorize any unpaid reimbursement balance owed to Chemours to be deducted from my final paycheck(s).
- ✓ I understand that by accepting these terms that they are not an implied contract of employment.

I Agree.

Employee Signature _____ Date _____

Email this complete form, along with the Reimbursement Request Form, Pre-Approval Form, and all supporting documentation, to Chemours Employee Services at EmployeeServices@Chemours.com.