



Instructions for Cingular Tuition Application Form

Please read the instructions below to complete the attached form properly. If you have any questions please call **FBD Consulting** toll-free at 1-866-242-6587, any business day, between 9:00 A.M. and 6:00 p.m. Eastern time zone to speak with a service representative.

General Instructions

- 1 You must be an **actively-at-work**, full-time or part-time regular employee with twelve (12) months NCS to be eligible.
- 2 Please read the important information we have posted on the HR Portal via **my-cingular: Tuition Reimbursement Plan, TRP Information Guide**.
- 3 Tuition reimbursement is provided to employees who complete course work through accredited institutions of post secondary education. The list of accreditation agencies approved under the plan may be found on the HR Portal.
- 4 For the list of approved majors and other requirements of the plan, please see the HR Portal section of my-cingular prior to completing these forms. Your supervisor **must** sign your application form
- 5 **Certification Programs and Certificate Courses – are not approved for payment under the Tuition Reimbursement Plan (TRP).**
- 6 **You must be an active employee on the date of the tuition reimbursement payment.**

What Expenses May Be Reimbursable

- 7 Only tuition, books, supplies and equipment, (unless noted below in the “Excluded from Payment” section) are eligible for reimbursement. A detailed book receipt is required for books. The only fees that are reimbursable are fees related to CLEP testing, expenses incurred to obtain advance placement credits that relate to accelerated programs, and prior learning assessment for college credit from military, corporate and/or life experiences. No other fees are reimbursable.
- 8 Excluded from payment: Registration fees, application fees, lab fees, enrollment fees, tools, equipment and supplies, which may be retained by the employee after the completion of a course(s). Other examples of exclusions from payments, but not limited to are: Admission testing, GMAT, graduation fees, general student fees, technology fees, college improvement fees, library fees, building fees / facility usage fees/ utility fee, university fees, community service fees, student union fees, vehicle registration / parking fees, diploma fee, alumni membership fee, PC purchase / computer fee, late payment fee, wellness / health fee, ID card fee.
- 9 **Your Tuition Reimbursement application form must be filed within 90 days from the completion of the course in order to be eligible for payment. Applications received after 90 days from the completion of the course will not be paid.**
- 10 A grade of “C” or higher or a grade of “Pass in a Pass/Fail” is required; this **must** be submitted with the Tuition Reimbursement Application form and an invoice for the course and student charges / or a copy of current tuition rates and fees from the University. If you are requesting expenses for books, please also include itemized book receipts.
- 11 The maximum amount of assistance for undergraduate studies is \$5,250 in a calendar year for both Nonbargained and Bargained employees. The maximum amount of assistance for graduate studies is \$7,000 for Nonbargained employees and \$5,250 for Bargained employees in a calendar year. The reimbursement counts toward the maximum allowable amount in the calendar year it is paid regardless of when the course(s) are taken. Reimbursements above the IRS calendar year maximum of \$5,250 will be taxable.
- 12 Course(s) must be taken at a University/School that is accredited by one of the approved accrediting agencies, (see HR Portal).

How To Apply for Tuition Reimbursement

13. **Tuition Reimbursement Application (2-page document)** -- This form must be **entirely** completed per the instructions at the top of the form; and the correct back-up documentation must be attached to the application form. The invoice should break down what your University charges per semester hour or show tuition fees, University fees, other fees, etc. If this is not part of your University invoice, please attach from the University documentation explaining the cost of your program. **Please highlight each of the expenses, on the school documentation, that you will be charged.** For books, please also attach a detailed book receipt from the bookstore showing the title of the book, what course the book is for, and the cost of the book.
14. You must also submit your evidence of satisfactory course completion with your application form. On-line grade reports will be accepted if the University Web address and the student’s name are listed on the official school on-line reporting web site. It **must be an original print-out**. Only original transcripts or grade reports which are considered to be official college and/or university documents will be accepted. **Photocopied grade reports or on-line print-outs are not allowed.**

Forms that are incomplete or missing proper documentation will not be processed and will be returned.

Make a copy of this form, and all related documentation, for your files. Please staple all of your documents together to ensure nothing is lost.

Return the completed form to:
 FBD CONSULTING
 P.O. BOX 7958
 SHAWNEE MISSION, KS 66207-0958

DO NOT SEND VIA FEDEX/OVERNIGHT/AIRBOURNE

1. Attach a copy of current tuition rates from the school's catalog or a copy of the invoice of student charges. This must be from the school detailing eligible expenses. Highlight each of these expenses, on the school documentation.
2. Book receipts must be a detailed book receipt showing the title of the book and cost.

TUITION REIMBURSEMENT APPLICATION

DEADLINE: APPLICATIONS MUST BE SUBMITTED WITHIN 90 DAYS FROM THE END OF THE COURSE

PLEASE MARK:

Original Application Substitute Application Graduate Undergraduate

Please Print Clearly

Employee Name	Social Security #
Work Address	Work Telephone #
City, State, Zip	Mobile #
Job Title:	Work E-mail:

SCHOOL NAME:	MAJOR:
DEGREE:	CHECK HERE IF INDIVIDUAL COURSE – MUST MEET PLAN REQUIREMENTS _____ (see HR Portal for info)

The course(s) listed on this application form are for, and pertain to the above (School), Degree, Major, or may be an individual course, if the course meets the plan requirements. [Certification Programs and Certificate courses are not eligible.](#)

Do you have an undergraduate degree? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what is the degree?
<p>Course # 1 (i.e., BUS 1301): _____</p> <p>Course Name: _____</p> <p>Course Begins: _____ Course Ends: _____ Grade: _____</p> <p>Credit Hours: _____ TUITION AMOUNT: _____ \$ FEE(s)\$ _____ BOOK(s)\$ _____</p> <p>Course Description (per catalog): _____</p>	
<p>Course # 2 (i.e., BUS 1301): _____</p> <p>Course Name: _____</p> <p>Course Begins: _____ Course Ends: _____ Grade: _____</p> <p>Credit Hours: _____ TUITION AMOUNT: _____ \$ FEE(s)\$ _____ BOOK(s)\$ _____</p> <p>Course Description (per catalog): _____</p>	
<p>Course # 3 (i.e., BUS 1301): _____</p> <p>Course Name: _____</p> <p>Course Begins: _____ Course Ends: _____ Grade: _____</p> <p>Credit Hours: _____ TUITION AMOUNT: _____ \$ FEE(s)\$ _____ BOOK(s)\$ _____</p> <p>Course Description (per catalog): _____</p>	

Please list all sources of income, other than from Cingular Wireless, received towards this/these courses: <table border="0"> <thead> <tr> <th style="text-align: left;"><u>Source</u></th> <th style="text-align: left;"><u>Amount</u></th> </tr> </thead> <tbody> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>_____</td> <td>_____</td> </tr> </tbody> </table>	<u>Source</u>	<u>Amount</u>	_____	_____	_____	_____	_____	_____	Total Tuition / Fee(s) / Book(s) \$ _____ Per the Tuition Reimbursement Plan, Payment shall not include student activity fees, course related software, etc. – Please see my-cingular – HR Portal – Tuition Reimbursement Information Guide for eligible expenses.
<u>Source</u>	<u>Amount</u>								
_____	_____								
_____	_____								
_____	_____								

Degree majors or individual course must be taken at a University / School that is accredited by one of the agencies listed in the plan requirements located on the HR Portal via my-cingular.

TO THE APPLICANT:

I, the undersigned applicant, understand and agree that I must provide the Company with the course completion, showing that I have completed the course with a grade of “C” or better within the time prescribed by the regulations of such institution, and, in any event, not later than 90 days from the date of completion or tuition cost **will not** be reimbursed. Therefore, I commit to provide the Company with the required documentation to certify completion of listed course(s). I further authorize the above named institution to release to Cingular Wireless any information required in conjunction with my reimbursement, i.e. additional financial assistance, grades, etc.

I certify that the information provided on this form is true and correct to the best of my knowledge. I understand that payments made by this plan will be offset by funds I receive from external sources (fellowships, grants, scholarships, et cetera.).

I acknowledge and understand providing false information is a violation of the Cingular Wireless Code of Business Conduct and will result in discipline up to and including termination.

If for some reason I am overpaid, I will repay to the Company any and all amounts paid by the Company under this application; and I hereby authorize the Company to withhold from my wages or salary any amount due; I understand that if I owe the Company money for any of these reasons, I am not eligible to receive further Tuition Reimbursement until I have repaid the Company. **If I am a Nonbargained applicant and for some reason, I leave the Company within two (2) years of my course end date, I will repay the Company any and all amounts paid by the Company under this application, and I hereby authorize the company to withhold from my wages or salary any amount due.**

Employee Signature:	
Print Name:	Date:

IMMEDIATE SUPERVISOR: (PLEASE READ CAREFULLY)

By signing this form, I acknowledge I am recommending approval of this course, degree and major. I have confirmed if the degree is a first undergraduate degree; it must be one of the majors supported by the Tuition Reimbursement Plan.

Supervisor’s Signature:	Date:
Print Name:	Work Phone: