



## 2006 Tuition Reimbursement Plan (TRP) Questions & Answers

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**Q: If I have questions about the Cingular Wireless Tuition Reimbursement Plan, where can I go for answers?**

A: For questions about the 2006 Tuition Reimbursement Plan you may do one of the following:

- Call the administrator FBD Consulting at: 1-866-242-6587.
- Go to my-Cingular the HR Portal – Tuition Reimbursement Plan Information Guide – for details of the plan.
- Unresolved issues/appeals should be addressed to corporate benefits at:

Benefits Cingular HQ  
5565 Glenridge Connector  
Suite 793A  
Atlanta, GA 30342

Appeals must be in writing and include all paperwork that applies to the appeal. Decisions rendered through the appeals process are final.

**Q: What changes have occurred for the 2006 Tuition Reimbursement Plan?**

A: Effective January 1, 2006 there will be four changes to the Tuition Reimbursement Policy

1. For Nonbargained employees, the annual maximum reimbursement for graduate programs will be \$7,000. However, amounts over the IRS limit of \$5,250 are subject to income taxes.
2. For purposes of the Tuition Reimbursement Plan a first undergraduate degree means an Employee's first associates degree or bachelor's degree. This change means that if you are pursuing your **associates degree**, you are **no longer required to submit a pre-approval form**. You must pursue one of the 27 pre-approved undergraduate degree majors to be eligible for reimbursement.
3. For Nonbargained employees, there is a new Pay-Back Provision being added to the Plan:

For any course ending on or after January 1, 2006; employees who receive tuition reimbursement benefits will be required to reimburse the company for those benefits if they leave the company within two (2) years after their course end date.

For example: If you take a course that begins on January 10, 2006 and ends on March 16, 2006, and in June 2007, you leave the company; you will be required to repay the company for that course. Using the same scenario, if you left the company in May 2008; you would not be required to reimburse the company for that course.



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4. If an Employee begins a class/course, then goes out on disability, the Employee is **eligible for reimbursement upon his/her return to work**, if the course is satisfactorily completed.

**Q: What if I am not sure if my University or School meets the Tuition Program accreditation requirements?**

- A: If you are not sure if your University meets the accreditation requirements posted on the HR Portal section of my-cingular, you should ask your University or School if they are accredited by one of the National or Regional Agencies approved in the Plan or call FBD Consulting.

**Q: Where do I find the Tuition Reimbursement Application needed to participate in the TRP?**

- A: Employees must use the 2006 Tuition Reimbursement Plan Application located online in any of the locations below.

On the HR Portal via the following paths:

HR Portal Home Page > Benefits > Tuition Reimbursement Plan  
HR Portal Home Page > Benefits > Benefits Forms

On the NetBenefits Web site via my-cingular or directly at [netbenefits.fidelity.com](http://netbenefits.fidelity.com).

- Click **Access my Benefits**
- Enter your login information
- Click the **Health and Insurance** tab
- Click on the drop down menu and select **Find a Form**

The application form must be entirely completed and submitted with the required back-up documentation to the address on the application. An instruction page prints out each time you print the 2006 Tuition Reimbursement Application.

**Q: What is considered to be evidence of satisfactory course completion?**

- A: Evidence of satisfactory course completion must meet the following criteria to be acceptable under the TRP:
- **An Official School Record:** must be either the **original grade report** provided by the school or an **original online University grade report** with the Web address and the student's name located on the official school on-line reporting web site.
  - **A School Transcript:** must be the original provided by the school.

**Note: A school certificate stating the subject was completed and/or duplicate copies are not acceptable as evidence of satisfactory course completion under the tuition reimbursement plan.**



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**Q: What happens if I submit an application for a course that has ended beyond 90 days from the end of the course?**

A: 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.

**Q: How often do I need to complete the Tuition Reimbursement Application form?**

A: The Tuition Reimbursement Plan Application form **must** be entirely completed for each completed semester. The application will also print an instruction page detailing everything you must submit with the application form.

**Q: How long does it take to process my Tuition Application form before I will receive my payment on my paycheck?**

A: Your application payment will take 2-3 pay periods from the time your completed forms are received before your tuition reimbursement payment will appear on your paycheck.

**Q: Whom may I call to check on the status of my Tuition Reimbursement Application form?**

A: For questions regarding your application form, please call FBD Consulting at 1-866-242-6587. You may also log onto NetBenefits click on the **Health Insurance Tab** click onto **Carrier Web Sites** this will take you to FBD's site, where you can log on to see if your application has been processed.



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**Q: If I'm in the process of repaying one course, can I submit a tuition application form for another course?**

A: No. Repayment to Cingular Wireless must be paid in full before you can submit a tuition application for another course. All checks are to be payable to Cingular Wireless. Please call FBD Consulting at 1-866-242-6587 regarding the repayment process, where to mail your check and for the correct amount due.

**Q: I am a former AT&T Wireless employee. When comparing the former AT&T Wireless Tuition Assistance Plan and the Cingular Wireless Tuition Reimbursement Plan, what are the major differences?**

A:

1. Under the Cingular Wireless Tuition Reimbursement Plan, you must have 12 months of Net Credited Service (NCS) to be eligible to participate. However, if you were on the AT&T Wireless payroll at the time of conversion to the Cingular Wireless payroll you are grandfathered and are eligible for reimbursement regardless of NCS.
2. Under the Cingular Wireless Tuition Reimbursement Plan, applications to include original grade reports must be submitted within **90 days** from the completion of the course, in order to be eligible for reimbursement. You are not required to submit applications prior to beginning the course.
3. Under the Cingular Wireless Tuition Reimbursement Plan, you must choose one of the 27 pre-approved degree programs as per the Tuition Reimbursement Guidelines.
4. Under the Cingular Wireless Tuition Reimbursement Plan, reimbursements will be charged against the year in which the payments are made and will count towards the Maximum Allowable Amount in the year they are paid, regardless of when the courses are taken.

**Q: I am a former AT&T Wireless employee who is pursuing a degree major that is not one of the 27-pre-approved majors under the Cingular Wireless Tuition Reimbursement Plan. Am I required to change my major to receive tuition reimbursement?**

A: No. If you were actively participating in the former AT&T Wireless Tuition Assistance Plan as of December 31, 2005 and your first undergraduate degree program is not in one of the 27 pre-approved majors, you will be **grandfathered** as long as you make consistent progress toward the degree. Consistent progress shall be defined as not having a break of longer than one year.

**Q: I am a former AT&T Wireless employee who is pursuing a graduate or post-graduate degree. My major is not directly related to my current job. Am I required to submit a pre-approval form to continue?**



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A: No. If you were actively participating in a graduate or post-graduate degree program, under the former AT&T Wireless Tuition Assistance Plan, prior to 12/31/05 that does not meet the above criteria, will be **grandfathered** under the Plan as long as the Employee makes consistent progress toward the degree. Consistent progress shall be defined as not having a break of longer than one year.

**Q: I am a former AT&T Wireless employee who is taking a course that begins in 2005 but ends in 2006. Do I submit my application to the former AT&T Wireless Tuition Assistance Plan Administrator?**

A: No. If you are taking a course that began in 2005, but ends in 2006, you must submit your completed Cingular Wireless Tuition Reimbursement Plan Application to FBD Consulting, Inc. The application is located online in any of the locations below.

On the HR Portal via the following paths:

HR Portal Home Page > Benefits > Tuition Reimbursement Plan  
HR Portal Home Page > Benefits > Benefits Forms

On the NetBenefits Web site via my-cingular or directly at netbenefits.fidelity.com.

- Click **Access my Benefits**
- Enter your login information
- Click the **Health and Insurance** tab
- Click on the drop down menu and select **Find a Form**

The application form must be entirely completed and submitted with the required back-up documentation to the address on the application. An instruction page prints out each time you print the 2006 Tuition Reimbursement Application.

**Q: I am a severance/surplus employee who was in the process of taking a course when I received notice that I would be a part of a surplus group. Will I receive reimbursement for the course?**

A: Yes. If an Employee is in the process of taking a course(s) and the Employee is given notice that he/she is part of a surplus group, the eligible Employee may request payment for the course after his/her severance date.



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**Q: I am a severance/surplus employee who began taking a course shortly after I received notice that I would be a part of a surplus group. Will I receive reimbursement for the course?**

A: No. Reimbursements will not be made for courses that an eligible Employee begins after notice of surplus.

**Q: I am a severance/surplus employee who was in the process of taking a course when I received notice that I would be a part of a surplus group. My course end date will be after my severance date. How do will I get reimbursed?**

A: As an eligible Employee, you must complete a Cingular Wireless Tuition Reimbursement Plan Application form. Attach the following:

- A copy of the Surplus Notice
- Evidence of Satisfactory Course Completion – Official School Record/Transcript
- Receipts for any other eligible expense(s)

Forward your completed TRP Application form along with the supporting documents within 90 days from the completion of the course to: FBD Consulting, P.O. Box 7958, Shawnee Mission, KS 66207-0958.

***NOTE: IF YOU ARE A SURPLUSSED EMPLOYEE AND ARE SUBMITTING AN APPLICATION AFTER YOUR SURPLUS DATE, YOUR SUPERVISOR'S SIGNATURE IS NOT REQUIRED.***

**Q: I am a severance/surplus employee who took courses within the past two years. Am I subject to the Pay-back Provision?**

A: No. If an Employee is given notice that he/she is part of a surplus group, the eligible Employee is not required to reimburse the Company for tuition reimbursement benefits received within the prior two years.