

TUITION REIMBURSEMENT

Bath&BodyWorks®

TUITION REIMBURSEMENT

If you are a full-time benefits-eligible associate with at least one-year of consecutive full-time service at the time of course enrollment and completion, you are eligible for tuition reimbursement for a GED, or for work-related undergraduate or graduate course work.

YEAR END DEADLINE IS DECEMBER 11, 2024 -All requests for reimbursement must be received no later than 6 months after the course completion date to be considered for reimbursement.

Please be advised that Wednesday, December 11, 2024 is the year end deadline to submit your Tuition Reimbursement paperwork to be paid in the 2024 calendar year. The deadline is in place to ensure reimbursement in the 2024 calendar year. Due to payroll deadlines, any paperwork including grades, received after this date will be applied towards the 2025 calendar year. (Note: Calendar year applies to when the reimbursement is received, not when the course is completed. The maximum reimbursement per calendar year is \$3,000.)

PROGRAM OVERVIEW

Bath & Body Works will reimburse 100 percent of eligible tuition expenses, up to \$3,000 per Calendar Year. Only those degrees that are work-related are eligible for reimbursement. Courses that are not directly work-related but are specifically required of your approved degree program will qualify for reimbursement

- A work-related degree is a degree that helps you maintain or improve your skills in your current job, helps you in a job to perform in the future, or a job you might logically be promoted to in the future.
- Only courses completed at an accredited educational institution will qualify for reimbursement. (Contact your educational establishment contact if you are not certain if it is "accredited".)
- Continuing education courses or courses not being applied to a GED/Work-related degree are not eligible for reimbursement.
- Courses taken to obtain a certification or professional designation are not eligible for reimbursement, including fees assessed for application to receive the certification or designation.

Eligible for Assistance

- Cost of tuition
- Books
- Fees for testing out of a class
- Mandatory registration fee
- Laboratory fees
- Courses which are completed with a grade of C- or better or "pass"

Ineligible for Assistance

- Student Activities or Activity Fees
- Parking
- Building fees
- Athletic fees
- Supplies
- Travel
- Prep class courses
- Professional memberships
- Continuing education
- Course(s) in which the final letter grade is below a C- or "fail"

Applying for Course Approval

1. Submit the completed form to your manager for verification that the course work or degree program is work related.
2. Submit the Application for Course Approval form (with your supervisor's acknowledgment signature) for eligible courses in the upcoming quarter or semester.
3. Mail, fax or email the completed form to:
HR Direct
Attention: Tuition Reimbursement
Three Limited Parkway
Columbus, OH 43230
Fax: 1 (917) 522-7199
Email: BBWTR@bbw.com
4. HR Direct will notify you within 10 business days by email to inform you of your approval or denial of the course(s).

Submitting Eligible Expenses

All requests for reimbursement must be received **no later than 6 months** after the course completion date to be considered for reimbursement. Example: For a course completed on 05/15/2024, the tuition reimbursement request form along with all supporting documentation must be received no later than 11/15/2024.

1. Upon course completion and receipt of your final grade, complete the Reimbursement Request form.
 - You may obtain additional Reimbursement forms by emailing BBWTR@BBW.com
2. Ensure your manager reviews the form and adds their acknowledgment signature.
3. Attach copies of:
 - A university document reflecting the final grades received and the completion dates of the courses.
 - An Itemized statement from the university for the semester/ quarter that includes a breakdown of charges for tuition and fees, with a description of each fee; all financial aid received; and all credits or refunds received.
 - A document reflecting all payments made to your student account for the semester/quarter that includes the payment source, such as credit card or check (if this information is not reflected on the university statement).
Note: For those institutions offering a deferred payment program, payment to the college or university must be made before the BBW will process reimbursement.
4. Mail, fax or email the completed form to:
HR Direct
Attention: Tuition Reimbursement
Three Limited Parkway
Columbus, OH 43230
Fax: (1 917) 522-7199
Email: BBWTR@bbw.com

Program Reimbursement:

You will receive payment once your Reimbursement Request form, grades, itemized university statement and proof of payment have been received and processed. HR Direct will notify you by email within 10 business days of receipt of approval or denial of your reimbursement request. A reimbursement for approved expenses will be direct deposited into your account on the next available pay cycle. Payment cannot be issued directly to the school- no exceptions.

Please direct your questions regarding program specifics to HR Direct at 1-866-473-4728.

Calendar Year applies to when the reimbursement is received, not when the course is completed.



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For more information, contact HR Direct at 866-473-4728 or BBWTR@bbw.com

2024 TUITION REIMBURSEMENT

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PRIOR TO COURSE COMPLETION:

- Complete the application for Course Approval form (page 4) prior to the course(s) beginning
- Submit the completed form to your manager for his/her signature
- Mail, fax or email the completed form to:
HR Direct
Attention: Tuition Reimbursement
Three Limited Parkway
Columbus, OH 43230
Fax: 1 (917) 522-7199
Email: BBWTR@bbw.com

WITHIN 6 MONTHS OF COURSE COMPLETION DATE:

- Complete the Reimbursement Request form (page 5)
- Submit the completed form to your manager for his/her signature
- Attach a copy of your final grades received
- Attach a copy of your tuition cost breakdown, including proof of paid tuition; an itemized statement from the university for the semester/quarter that includes a breakdown of charges for tuition and fees; with a description of each fee; all financial aid received; and all credits or refunds received. Statement should show a zero balanced owed for that semester/term.
- Mail, fax or email the completed form to:
HR Direct
Attention: Tuition Reimbursement
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Fax: 1 (917) 522-7199
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Note: Missing or incomplete paperwork may cause a delay in your reimbursement



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TUITION REIMBURSEMENT PROGRAM REIMBURSEMENT REQUEST

DEADLINE IS DECEMBER 11, 2024

All information requested below is necessary for Bath & Body Works to process your Reimbursement Request. When completing the form, please make certain all information is complete and accurate. Important: You must have completed one full year of consecutive service as a full-time regular associate at the time of course enrollment and completion to be eligible to participate.

PLEASE PRINT:

LAST NAME	FIRST NAME	MI	EMPLOYEE ID
EMAIL ADDRESS (IF APPLICABLE)	WORK PHONE	CELL/HOME PHONE	
INTENDED DEGREE			

Attach a copy of your final grade report ("C-" or better or "pass") and proof of paid tuition, i.e., statement of account from college or university showing account as paid. If you attend a college or university that allows for tuition deferment, please attach a copy of the agreement along with a copy of tuition fees due. Note: Grants or Scholarships are not eligible for reimbursement. All requests for reimbursement must be received **no later than 6 months after the course completion date** to be considered for reimbursement.

AMOUNT OF PAID TUITION:	<input type="text"/>	AMOUNT OF PAID REIMBURSEMENT:	<input type="text"/>
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ASSOCIATE'S SIGNATURE	DATE
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MANAGER ACKNOWLEDGMENT

I agree that the above-mentioned course(s) and pursued degree is related to this associate's current job, or any other job in which the associate could logically be promoted with Bath & Body Works.

MANAGER/SUPERVISOR'S NAME (PLEASE PRINT)

MANAGER/SUPERVISOR'S SIGNATURE

DATE

Send completed form to:

HR Direct
Attention: Tuition Reimbursement
Three Limited Parkway
Columbus, OH 43230

Fax: 1 (917) 522-7199
Email: BBWTR@bbw.com

Call HR Direct at 1.866.HRDIRCT (1.866.473.4728) within ten business days for approval status.

