

Bath & Body Works Education Benefits Policy

The Bath & Body Works Education Benefits Policy (the “Policy”), established by Bath & Body Works “BBW” and administered by Guild, is a program offering Eligible Associates (defined below) the ability to enroll in a variety of educational programs. Eligible Associates are able to receive either fully funded tuition for select programs or up to \$5,250 annually for select associate’s or bachelor’s degrees, and short-form programs.

For more information on what subjects, programs, and learning providers are covered by this benefit, please visit bbw.guilededucation.com.

Benefit Information

The BBW benefit administrator for this policy, Guild, will administer support for all Eligible Associates such as managing tuition payments, benefit interest forms and applications. Those Eligible Associates that are enrolled in a Tuition Assistance program will also have access to a network of support specialists and coaches to support them on their educational journey.

To obtain benefits, associates must apply, complete the required forms on time, provide the required information, and ensure all stated associate eligibility requirements are met. In order to apply, associates will first need to access their Guild account via bbw.guilededucation.com.

Associates can find a copy of this policy by going to the benefits site through Gingham Gateway.

Associate Eligibility

To participate in the BBW education benefit, associates are eligible if they meet the associate eligibility requirements:

- Be actively employed by Bath & Body Works and have been active for 90 consecutive days.
 - Seasonal associates are not eligible for education benefits. However, seasonal associates converted to core will receive credit toward the 90-day employment requirement based on their tenure as a seasonal associate and be eligible for benefits under the program post conversion.
 - Eligible Associates are not eligible to enroll in a new program while on an approved leave of absence.
- Be a US-based associate that works in a BBW store or distribution center and is an individual contributor, supervisor, or manager. Please see appendix for further details on if your job title is eligible.

For questions regarding eligibility, please visit bbw.guilededucation.com.

Funding Details

Qualifying Tuition

Bath & Body Works provides the following education support programs:

- **Fully Funded Tuition Assistance:** BBW will provide 100% of tuition and mandatory fees (after any grant aid and/or scholarships are applied) to the learning provider through Guild for select academic programs provided through Guild. This funding does not include taxable portions of the tuition assistance. (See “Income Tax Consequences” below.) You can visit bbw.guilededucation.com to learn more about what select programs are offered, these could include:
 - foundational programs such as English language learning
 - high school degrees
 - college preparatory
 - digital literacy
 - associate’s degrees
 - bachelor’s degrees
 - short-form programs in high-priority subject areas within Guild’s certified learning marketplace (see bbw.guilededucation.com for details)

- **Partially Funded Tuition Assistance:** BBW will provide up to \$5,250 per funding year (after any grant aid and/or scholarships are applied) to the learning provider through Guild. You can visit bbw.guilededucation.com to learn more about what select programs are offered, these could include:
 - associate’s degrees
 - bachelor’s degrees
 - short-form programs in select subject areas

For more information on specific subjects, programs, and learning providers are covered by this benefit, please visit bbw.guilededucation.com.

Qualifying Programs

Guild and Bath & Body Works have curated a list of high-quality learning providers and programs for associates pursuing tuition assistance. Associates can pursue programs in Guild’s certified learning marketplace without having to pay any tuition upfront, up to the funding limits above.

For more information on what subjects, programs, and academic institutions are covered by this

benefit, please visit bbw.guildeducation.com.

Qualified Non-Tuition Expenses

For associates enrolled in Fully Funded Tuition Assistance programs, BBW will reimburse associates for 100% of the cost of required program-associated expenses (such as books and supplies specified by the course syllabus) and any enrollment-associated expenses (such as transcript fees and application fees). See “Reimbursement Guidelines” below.

For associates enrolled in programs through Partially Funded Tuition Assistance, BBW will reimburse associates for the cost of required program-associated expenses (such as books and supplies specified by the course syllabus), and any enrollment-associated expenses (such as transcript fees and application fees) as long as the total tuition and reimbursement do not exceed the BBW funding limit. See “Reimbursement Guidelines” below.

Income Tax Consequences

Under the Internal Revenue Code section 127, BBW may provide up to \$5,250 per calendar year in educational assistance to each associate tax-free for federal and most state income tax purposes. Education assistance (tuition and expenses) in excess of \$5,250 in a calendar year **will be treated as taxable** to the associate for federal income tax purposes and in all states except for AL, PA, NJ and Puerto Rico. The full amount of education assistance for associates residing in AL, PA, NJ and Puerto Rico is fully taxable for state or Puerto Rico income tax purposes.

Associates should contact a tax advisor for additional information.

Academic Performance Requirements

Associates must maintain a cumulative Grade Point Average (GPA) of 2.0 or better in order to be eligible for undergraduate degree programs. Failure to maintain the required GPA will result in loss of eligibility until the associate is able to improve their GPA to the required threshold. Grades are determined by the learning provider. Some programs have prerequisites; if they do, the associate must meet those requirements in order to move forward in those programs. Each learning provider may enforce their own academic standards and requirements. If you are enrolled in a certification program or bootcamp you must receive a passing score.

Financial Aid Requirements

If entering a program eligible for federal financial aid, the associate should complete a Free Application for Federal Student Aid (FAFSA) form and complete the financial aid awarding process to determine grant eligibility. This should occur before program enrollment and annually thereafter. If eligible for any scholarships and/or federal or state grants, associates are required to accept scholarship and grant aid, any scholarships and grants will be applied to tuition and mandatory fees

before payment of benefits.

Coverage Details

How to Apply

Associates can enroll through the Guild site by accessing the following link: bbw.guildeducation.com. Guild will confirm that the associate is eligible and can assist with any questions that associates have regarding the enrollment process. Tuition Assistance Applications can be completed online through bbw.guildeducation.com.

In addition to associate eligibility, academic performance requirements, and program coverage criteria (as described above), acceptance is at the discretion of the learning provider. Learning providers will also enforce their own academic standards policies for continued enrollment.

Confirming Eligibility

For associates enrolled in Tuition Assistance programs, eligibility for tuition and qualified program-associated expenses will be confirmed on the date of program application approval and on the start date of each academic term, based on established Associate Eligibility, academic eligibility (see academic performance requirements), and program coverage criteria (see qualifying programs). Associates must submit applications before the start of the academic term.

For qualified enrollment-associated expense reimbursement requests, eligibility will be confirmed at the reimbursement request submission date, based on the established associate eligibility, academic eligibility and program coverage criteria, where relevant.

Loss of Eligibility

If an associate enrolled in a program loses eligibility *prior* to their eligibility confirmation, the associate will not be eligible for the education benefit. In that case, the associate should work with the applicable learning provider regarding payment for the entire cost of the term/program. Payment requirements for ineligible associates are determined by the learning provider or university.

If an associate enrolled in a program loses eligibility *after* their eligibility confirmation (see “Confirming Eligibility” section above), they can complete their current term or program (if the

program does not have multiple terms) but they must wait until they have regained eligibility to enroll in future terms or programs.

Reimbursement Guidelines

Program-Associated Expenses: For associates enrolled in Tuition Assistance, they can submit reimbursement requests for qualified program-associated expenses (books and supplies specified by the course syllabus) at term start and no later than 90 calendar days after term end.

Enrollment-Associated Expenses: For qualified enrollment-associated expenses (such as transcript fees and application fees), associates can submit reimbursement requests after the expense date and no later than 90 calendar days after the expense date.

Failure to submit the required paperwork and receipts within 90 days of term end or expense date may result in denial of reimbursement.

Associates must submit receipts and other required documentation through Guild for reimbursement through <https://reimbursement.guilededucation.com>.

General Operating Information

Simultaneous Enrollments

Associates are permitted to participate in only one Bath & Body Works-sponsored program at a time through bbw.guilededucation.com (associate's degrees, bachelor's degrees, short-form programs, or foundational learning programs). However, associates can enroll in a double major or a major/minor within an approved specific business priority program.

Transitions Between Programs

Associates may switch between programs, subject to the Bath & Body Works Associate Eligibility, academic performance requirements, the program coverage criteria articulated above, and relevant learning providers' admissions requirements. However, the annual funding limits (described in the "Qualifying Tuition" section above) still apply. For example, if an employee has spent \$2,000 already in a Fully Funded program and then switches to a Partially Funded program (and the funding limit is \$5,250), they would have \$3,250 remaining funds for the current funding year. If the second program cost exceeds an employee's remaining funding, the employee may pay out of pocket for the remaining cost or wait until the new funding year. If an employee switches from a Partially Funded program to a Fully Funded program, then they would no longer have a funding limit for that funding year.

Terminated Associates

Terminated associates (inclusive of involuntary and voluntary termination) are not benefits eligible on a go-forward basis. If an associate enrolled in a program through Tuition Assistance is terminated after their eligibility confirmation, they are eligible to complete that term only, but are no longer eligible to submit reimbursement requests for expenses for the current or prior terms/programs, after the associate's termination date even if the submission window has not passed.

Program Coverage

Program options and offerings available through the Bath & Body Works benefit may be evaluated for opportunities for improvement, therefore they are subject to change with or without notice. Examples of these changes include; programs being removed from the program catalog for new students only, programs moving between funding types, and programs being added to the program catalog.

Program Dates

Available program dates or term start dates for program offerings through the BBW benefit vary between programs and may be subject to change with or without notice. To see what program dates or term start dates are available, visit bbw.guildeducation.com.

Associate and Student Responsibility

Associates agree that by participating in the Bath & Body Works Policy, participating associates shall be bound by all the terms and conditions of the Policy, and shall remain fully responsible for complying with, and any liability arising out of violations of, the Policy. Participating associates acknowledge and agree that Bath & Body Works reserves the right to take any disciplinary or legal action, including termination, that Bath & Body Works, in its sole discretion, deems necessary in the event a participating associate or former associate has violated the Policy.

Associates are expected to continue to perform their work and will not typically be granted time off to complete any program.

Additional Information

This information does not create an express or implied contract of employment or any other contractual commitment. Bath & Body Works may modify this information at its sole discretion without notice, at any time, consistent with applicable law. Employment with Bath & Body Works is

on an at-will basis, which means that either Bath & Body Works or the associate is free to terminate the employment relationship at any time for any or no reason, consistent with applicable law.

Policy Effective Date: October 1, 2023

Last modified: 7/20/23

Appendix

Eligible Job Titles

- Assoc Maintenance Technician in Training
- BBW Asst Mgr
- BBW Cashier Lead
- BBW Key Holder
- BBW Offsite Lead
- BBW Sales Support
- BBW Supervisor
- BBW Top Seller
- CA Store Manager
- Control Technician
- DC Clerical
- DC Data Coordinator
- DC Logistics Coordinator
- Distribution Ctr Group Lead
- Facilities Proj Administrator
- High-Lift Equip Operator LLS
- HVAC Technician
- Lead Control Technician
- Lead Vehicle Maintenance Technician
- Maintenance Assoc Technician
- Maintenance Lead Technician
- Maintenance Technician
- Merchandise Handler
- Merchandise Processor
- Operations Administrator BBW
- Operations Dispatcher
- Outbound Loader LLS
- Sales Associate
- Sr HVAC Technician
- Sr Maintenance Technician
- Sr Vehicle Maintenance Technician
- Store Manager
- Supv Distribution Center
- Supv Maintenance
- Training Program Coordinator BBW
- Vehicle Maintenance Technician
- WCS Clerk
- Yard Coordinator