

Guild

Curious about how you can fully embrace the power of &? The **Investing in You** suite of benefits programs is here to help you accomplish more and breathe easier. That's why we're proud to partner with Guild to help associates find and access tuition-free learning opportunities.

You can enroll in learning programs like:

- College degrees and certificates in high-growth areas like business, supply chain, tech and digital, data analytics, foundational learning, and more
- High school completion and college preparatory programs
- English and Spanish language learning

Visit bbw.guilededucation.com to get started and apply to a program in your Guild catalog today!

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Q. What programs are available and how does payment work?

A.

- Through your Guild benefit, you have access to 100% tuition-free and partially funded learning programs. Let's take a quick look at available programs designed to help you build new skills.
- **100% tuition-paid programs (in-network):**

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100% tuition, mandatory fees, and books¹ for select academic programs within Guild's learning marketplace, such as English language learning, high school completion, college prep, and digital literacy.

- **Partially funded tuition programs (in-network):** BBW will provide up to \$5,250 per funding year for undergraduate degrees and certificates. Required textbooks and course fees will be reimbursed up to the annual program cap.

Guild will send tuition and/or fee payments directly to the learning partner on your behalf for both tuition-free and partially funded programs.

Q. How do I submit a reimbursement request for books and fees for my in-network program?

A. Associates must submit receipts and a course syllabus for reimbursement through Guild at reimbursement.guildeducation.com after the term starts and within 90 calendar days after the term ends. Please submit the required paperwork and receipts within the required time frame to avoid denial of reimbursement. Associates will receive their approved reimbursement in their pay as soon as administratively feasible (typically within two to three pay cycles).

Q. Is my Guild benefit through Bath & Body Works taxable?

A. BBW provides you up to \$5,250 per calendar year in education assistance 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.

For more tax information, [read this article on Guild's Help Center.](#)

Q. I'm enrolled in a 100% tuition-free program but see an outstanding balance in my learning partner portal. Do I have to pay it?

A. If you're enrolled in a tuition-free program and met all eligibility requirements on your term start date, you don't have to pay any outstanding balance you see in your

¹ If applicable, grants and scholarships are applied to tuition and fees before employer funding.

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learning partner portal. This balance will remain outstanding until BBW completes the payment, but there's no obligation on your part to pay it, and the balance won't impact your current classes or ability to enroll in future courses.

If you have questions about a balance you see, please reach out to Guild support.

Q. Will Bath & Body Works cover the cost of a program I'm currently enrolled in?

A. BBW will only pay for select tuition-free and partially funded programs within the Guild catalog. If you're currently enrolled in one of these programs, BBW will only pay for future courses once you're eligible and have applied through bbw.guilededucation.com.

Payments won't be applied retroactively for courses completed before the launch of your Guild benefit. Associates can contact Guild support to receive help applying to programs through the Guild benefit.

Q. Who is eligible?

A. US-based associates that work in a BBW store or distribution center (DC) are eligible after 90 consecutive days of employment. Associates currently on an approved leave of absence (LOA) are not eligible. 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 from seasonal status. ***See list of all of the eligible job titles at the end of this document.*

Find more information on eligibility at bbw.guilededucation.com.

Q. What are the eligible job titles?

A.

Assoc Maintenance Technician in Training 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	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
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Q. Can my spouse, partner, or dependents take advantage of the Guild benefit?

A: Currently, the Guild benefit is only available to associates working in BBW stores or distribution centers.

Q. How do I start using my benefit?

A.

- Visit bbw.guilededucation.com
- Create an account and complete your profile
- Explore your options by browsing your program catalog
- When you're ready to start, just click "Start Guild application."

If you have questions about your benefits or need help choosing a program, select any "Contact Guild support" buttons on your Guild portal.

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Q. How do I find the right program for me?

A. Guild's program recommendation quiz can help you discover potential programs that fit your interests and qualifications based on your answers to a few quick questions

Q. How do I enroll?

A. You must first complete an application at bbw.guilededucation.com. Guild support can assist you with the application process and also help you to enroll in and start your program.

Q. Are these programs designed for working adults?

A. BBW chose programs to help you fit learning into your life schedule. Many of these programs offer multiple start dates per year, and take place online to accommodate the need for flexible schedules.

Q. Will other learning partners and programs be added to the catalog?

A. We'll continue to evaluate the options offered in Guild's catalog based on associate participation, feedback, and the needs of the evolving workforce. We'll let associates know when new programs are added to the catalog.

Q. What is Guild support?

A. As part of BBW's partnership with Guild, associates have access to Guild support. Guild support's team of specialists and coaches can help you get started in a program and succeed along the way. The Guild support team is just a call or chat away, it's completely free, and you can talk with them as often (or as little) as you'd like.

Guild support team members you might work with include:

Guild Specialists

You can work with a Guild Specialist after you create an account at bbw.guilededucation.com. They're your person if you have general questions about your Guild benefit, eligibility, payments, or any details. They can also help you think through programs that fit your goals and next steps.

Growth Coaches

Growth Coaches support you in succeeding once you enroll in a program. They can help with time management, goal setting and accountability, motivation, celebrating

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success, and more. You can talk to a Growth Coach as often (or as little) as you'd like.

Q. Is there a limit to the number of courses I can take per term?

A. Term limits vary based on each learning partner and program. Associates should work with their learning partner and Guild support to understand the course limit per term.

Q. Is there a limit to how many programs I can take over the period of my employment?

A. Associates are permitted to participate in only one BBW-sponsored program at a time through bbw.guildeducation.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.

Q. Are there minimum course load requirements?

A. No, there are no minimum course load requirements

Q. Is there a grade requirement?

A. To remain eligible for your Guild benefit, associates must maintain a cumulative grade point average (cGPA) of 2.0 or higher for undergraduate degree programs. Your cGPA will be checked at the start of each term per Guild's standard academic progress requirements. All associates with a cGPA of less than 2.0 for undergraduate programs will be responsible for payment until the cGPA exceeds the relevant threshold.

Q. Will education be online or in-person?

A. Programs are offered online, so you can choose one that fits your schedule and specific needs. Depending on your program, some courses may require in-person components like internships.

Q. Are programs available in multiple languages?

A. Currently, all programs are only available in English, but Guild offers English language learning programs and bilingual specialists who can help answer questions in both Spanish and Haitian Creole for BBW associates who would prefer to speak in either of these languages. After completing their Guild profile, members can use the "Contact Guild support" button and request to speak with a bilingual specialist.

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Q. Will I still be eligible for the Guild benefit if I leave Bath & Body Works?

A. You're no longer eligible for BBW's Guild benefit after you leave the company. You may continue your education after leaving BBW, but you'll be responsible for covering all subsequent costs. If you leave the company mid-term, BBW will still cover your costs for that term, and you won't be required to reimburse BBW for that term.

Q. If I leave Bath & Body Works, do I have to pay anything back?

A. No, you aren't required to reimburse BBW for any completed terms if you leave or are separated from the company.

Q. Can I transfer programs at a later date?

A. Guild is committed to helping you find the learning experience that best fits your personal and professional goals. If you'd like to transfer, reach out to Guild support, and they can help guide you through the process.

Q. Do I have to pay anything back if I don't complete my program?

A. While we strongly encourage you to complete any program you enroll in, you won't be required to pay anything back if you drop out. If you need assistance during your program, you can reach out to your Guild Growth Coach. They can help you get and stay motivated, put into practice new time management skills, and stay on track throughout your program.

Q. After I complete my classes, am I required to stay with Bath & Body Works for a specific period of time?

A. We hope all of our associates will continue to grow their careers with BBW, but there's no requirement to stay with the company for a specified period of time.

Q. Who can I contact if I have a question?

A.

- **Phone:** If you'd like to speak to Guild support over the phone, you can **call 1-800-985-4027 toll-free between 9 a.m.- 9 p.m. ET**, and you will be routed to a specialist.
- **Chat:** Go to bbw.guilleducation.com and click "Chat" on the lower right-hand corner for immediate assistance between 9 a.m.-9 p.m. MT.

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- **Contact Guild support:** Go to bbw.guildeeducation.com and click “Contact Guild support.” Your question will get routed to a Guild specialist, who will contact you soon via email.
- **General Questions:** Contact your HR representative.