



Tuition Program: Professional Designation Guidelines – Home Office Associates and BOAs - US

The Tuition Program was established to assist your career development at Edward Jones. **Instructions on how to submit your application and receive reimbursement follow the guidelines below.**

Associate Eligibility

Home Office Associates

- Must be a full-time associate for the twelve consecutive months prior to the course start date.
- Must be in Good Standing (last performance rating cannot be "Below Expectations" and cannot currently be on any form of disciplinary action).
- Must be in a full-time position at the time the reimbursement is made.

Branch Office Administrators (BOAs)

- BOAs are not eligible for reimbursement of professional designations. The knowledge and skills acquired through professional designations cannot be applied to the BOA position due to regulatory and compliance restrictions.
- BOAs can be reimbursed for academic courses, please reference the Academic Course Guidelines.

Eligible Expenses

The program only supports professional designations and certificates which typically include a course of study, a comprehensive exam and continuing education requirements. Courses where only a certification is issued at course completion and are not part of obtaining an approved designation/certificate do not qualify for reimbursement.

Approved Courses

Coursework leading to the following designations: AAMS, CFP, CPA, CFA, PHR, SPHR, CEBS, ChFC, CLU, CRPC and CRPS. (Please note this list is subject to revision).

The professional designation or certificate must be strongly recommended for your current position. If the designation is required for your position, please see your leader.

Expenses covered

- T u i t i o n
- Books – including tax and regular shipping
- Review course tuition and books (only reimbursable one-time)
- E x a m f e e s
- Initial application fee and initial certification fee

Expenses not covered

- Any fees charged besides exam fees (e.g. continuing education and renewal fees)
- Expedited shipping (e.g., next day, overnight)

Additional Information**Tax Considerations**

Currently, all professional designation reimbursements, up to the IRS maximum of \$5,250 per calendar year, are considered non-taxable. Taxability for a given calendar year is calculated using the date the application is paid. Federal and state tax on tuition reimbursements, if applicable, will be withheld in accordance with current tax laws. Please consult your tax advisor for additional information.

Payback Guidelines

If an associate terminates less than three years after the last year they received reimbursement, repayment will be due. One third of the amount reimbursed will be forgiven on January 1 of each year following the year following the reimbursement. Repayment must be made in one lump sum, or by making payments to be completed within one year after termination. Failure to repay will cause the associate to be marked as ineligible for rehire.

Instructions to Submit Application and Receive Reimbursement**1. Obtain pre-approval**

Verifies designation/certification is strongly recommended for your position and you are in good standing.

To obtain pre-approval, discuss your desire to pursue the designation/certificate with your direct leader. Your leader will be asked to confirm the pre-approval discussion at the time of reimbursement.

2. Complete program/course.

If the designation requires completion of more than one course/module, you will submit an application after successful completion of each course.

3. Submit application

EdAssist is the administrator of the tuition program and online applications are submitted using the EdAssist's website at <https://edwardjones.edassist.com>. An immediate automated review verifies the application meets standard program guidelines.

Applications can be submitted no later than 90 days following the course completion.

Book expenses should be included in the "Expense Information" box of the application.

Once submitted the application will go through an immediate automated review to verify it meets the standard program guidelines. If guidelines are met, application status will be updated to "Forwarded to Supervisor for Review".

4. Leader approves application

Approving leader will receive an email asking them to verify the pre-approval discussion took place. If approved by leader, application status will be updated to "Application Approved".

Note: application is NOT ready for payment until the next 2 steps are completed and proof of payment and grade report is submitted and reviewed.

5. Submit proof of payment

From the EdAssist online application, click the Submit Documents button to use the upload feature or print a fax coversheet to submit your proof of payment. If you have multiple applications, it is very important to use the fax cover sheet associated with the correct application to ensure your documentation is processed in a timely manner.

Proof of payment documents:

- Itemized invoice clearly showing tuition and fees.
- If applicable, itemized paid receipt for required textbooks.

6. Submit grades/proof of successful completion

From the EdAssist online application, click the Submit Documents button to use the upload feature or print a fax coversheet to submit your grades/proof of successful completion. If you have multiple applications, it is very important to use the fax cover sheet associated with the correct application to ensure your documentation is processed in a timely manner.

You must provide a legible grade report in original format, including your name, school's name and logo, grade and course name/number.

If grade and proof of payment are valid and accurate, application status will be updated to "Payment/Reimbursement in Progress".

7. EdAssist provides Edward Jones information on the amount to be reimbursed

Reimbursements are paid via firm payroll according to the normal payroll cycle. You can expect to receive payment within 1 to 2 pay periods after receiving e-mail notification that your application status has been changed to "Payment/Reimbursement in Progress".

Contact

For more information, visit the My Learning Center page at <https://edwardjones.edassist.com> to [access your program policy, FAQs and other helpful resources, including video tutorials.](#)

If you have a question regarding your program guidelines you can submit a Help Ticket directly to an EdAssist administrator from the Contact Us page on your EdAssist website.

If you have questions regarding any current applications, you can submit an Application Comment directly to an EdAssist administrator. Click on the application number from the My Dashboard page, and use the Application Comments button on the Application Summary. You can also speak to a customer service representative between the hours of 8am-8pm Eastern Time at 866-286-1016

If you still have questions after speaking with EdAssist, you may contact the Tuition Program at extension 5-9024 or TuitionProgram@edwardjones.com.