

Human Resources
North America Tuition Assistance Plan Procedure

Prior to Course Registration:

Employee

- Completes the **Tuition Assistance Summary Form, Part I** and emails to their Manager for approval along with the course description from the Accredited Institution or link to the Accredited Institutions course catalog.
- If the request is received *after* the course has begun, the Employee will submit the request to the Senior Director/Vice President of employee's functional organization for approval before being approved by Human Resources or designee. Employee must submit Part 1 before the course is completed.

If employee is taking multiple courses as part of a program, each course must be submitted separately.

Manager

- Reads the email sent by the employee
- Checks to ensure that there is sufficient justification for taking the course;
- Replies with their approval/denial.

Employee

- If approved, the employee submits the approval response from their Manager along with the **Tuition Assistance Summary Form, Part I** to HRSupportNA@parexel.com.

Human Resources

- Checks to ensure that employee is eligible, there is sufficient justification for taking the course, that the course is being offered at the institution during the timeframe provided, and ensures proper manager approval was received
- E-mails acceptance or rejection of the request to the employee.

Employee

- Employee receives email approval from HR and enrolls in and completes the course. If request is denied, employee discusses with manager.

Upon completion of the course:

- Completes the **Tuition Assistance Summary Form Part II** and includes the following:
 - Grade
 - Date
 - Original receipt for payment of tuition and fees
 - Original itemized receipt for any books and/or supplies required for courses
 - Copy of grade or certificate of completion
 - Total cost of tuition
 - Total cost for required books and supplies
 - Additional education assistance being received
- Scans and e-mails all of the above to HRSupportNA@parexel.com for processing.

Human Resources

- Reviews receipts for accuracy. If they are not accurate, HR contacts employee.
- If accurate, accepts request.
- Submits e-mail to employee and Payroll indicating amount that will be reimbursed.

Payroll

- Remits reimbursement to employee in next administratively feasible payroll cycle.

PAREXEL's Tuition Assistance Plan does not duplicate any other educational assistance for which the employee may be eligible. On the reimbursement form the employee must report any veteran's educational benefits, scholarship or other financial aid that the employee is receiving. PAREXEL will consider assistance only for that portion of costs not covered by another source first.

Tuition Assistance Request Form Submission Checklist

Before submitting the Tuition Assistance Request Form for HR approval, please ensure that you have each of the following:

Part 1

- Completed Tuition Assistance Form Part 1
 - All areas marked * must be completed
- Course approval from line manager
 - If the course has already begun, approval will be needed line manager and from the department Senior Director or Vice President

Once the course has been completed you will have 90 days to submit the following:

Part 2

- Completed Tuition Assistance Form Part 2 with HR approved Part 1 attached
- Itemized receipts for tuition, books, and fees
- Copy of the final course grade

PART I: To be completed prior to enrolling in your course

Required Employee Information

Employee Name	Initial Date of Employment	PID#
Job Title	Location	Work Phone

Required Course Information

Name of Institution	Name of Course / Certification		
Start Date	End Date	Estimated Price of Course / Certification	
Type of Course	Graduate	Undergraduate	Professional Certification
Select One	Job Related	Career Related	

Web link to course description / course information *(do not insert full course description here)*

Please attach a copy of your approval e-mail from your manager and send to HRSupportNA@PAREXEL.com

Senior Director or Vice President Signature *(only required if PART I was not submitted prior to start of class)*

To be completed by Human Resources

HR Associate Signature	Account Balance	Date
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PART II: To be completed within 90 days of course completion

Grade	Date of Submission
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Please make sure to include the following	Original receipt for payment of tuition and fees
	Copy of grade or certificate of completion
	Original itemized receipt for any books and/or supplies required for course

Below, please itemize and describe course costs *(Please attach proof of payment)*

Total Cost of Tuition <i>(Please itemize — include \$ amount and a description of costs)</i>	Total Cost for Books and Supplies <i>(Please itemize — include \$ amount and a description of costs)</i>
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Total Amount Due

Indicate any non-PAREXEL education assistance received such as veterans' education benefits, scholarships, and financial aid.

I hereby state that the tuition assistance I am requesting does not duplicate any other educational assistance I may receive.

Employee Signature
(For Submission of PARTII only)

HR Signature