

Education Assistance FAQs

What is the Education Assistance Program?

The Education Assistance Program provides financial assistance to help you further your education so you may improve your job-related skills and possible career promotional opportunities.

Who is eligible to participate in the program?

All regular full-time and part-time employees working at least 20 hours per week are eligible to participate, unless precluded by a union, collective bargaining agreement, SCA or other contract.

What is the maximum reimbursement I can receive under the Education Assistance Program?

Regular full-time employees may receive a maximum reimbursement of up to \$5,250 per calendar year for undergraduate and graduate courses. Regular part-time employees may receive a maximum reimbursement of up to \$2,625 per calendar year for undergraduate and graduate courses.

What criteria must I meet to receive reimbursement under AECOM's Education Assistance Program?

You must:

- Be enrolled in job-related coursework at an accredited college or university.
- Apply for and receive pre-approval prior to beginning your coursework (details below).
- Receive a grade of C or better/pass in the course taken.
- Submit your final reimbursement request with supporting documentation within 90 days after the course was completed.

How do I apply for Education Assistance?

1. Log in to myAECOMbenefits.com.
2. Select Other Benefits → Benefits → Education Reimbursement
3. Once all signatures have been received, submit the pre-approval by uploading the form to the Your Spending Account tool or by faxing or mailing it to the Your Spending Account Service Center.
4. Once you have completed your course, select **Get Reimbursed** on the Your Spending Account tool to request reimbursement.
5. Upload, fax or mail your supporting documents.

What is the process for receiving pre-approval?

Prior to your course(s) beginning, you are required to fill out a pre-approval form, which ensures that your coursework meets the criteria for qualification under the Education Assistance Program. The pre-approval form is an application that requires you to provide relevant information about the course(s) you are taking, including but not limited to, the course name, the course start and end dates, and the accredited college at which you are taking the course. Prior to submitting the form, you are required to obtain approval from your manager.

Is there a deadline to apply for pre-approval?

To be considered for an education assistance reimbursement, you must submit your pre-approval request prior to your course start date.

Do the pre-approvals expire?

Yes, pre-approvals will expire 105 days after submission. If your pre-approval expires, you will need to complete a new pre-approval form for the course you are taking.

What expenses are eligible for reimbursement?

Eligible expenses include tuition, fees and similar expenses, books, supplies and equipment.

How do I submit my expenses for reimbursement?

To submit expenses you can upload, fax or mail the completed form, along with itemized receipts or other documentation to provide that your expenses are eligible, by the date indicated on the form.

- Upload: myAECOMbenefits.com. (Select Other Benefits → Benefits → Education Reimbursement)
- Fax: 888-211-9900
- Mail: Your Spending Account Service Center P.O. Box 785040, Orlando, FL 32878-5040

What if I haven't finished my course before the year-end deadline for submitting reimbursement requests?

If you haven't completed your coursework by the year-end deadline, but will by the end of the calendar year, submit a letter from your instructor on the school's letterhead stating that you will achieve a grade of C or better — or that you will pass if the course is pass/fail — along with your request for reimbursement.

When and how will I receive my reimbursement?

Once your reimbursement request and receipts have been received, a decision will be made within 10 business days of your submission. If approved, a reimbursement from your account will be included in your paycheck. This reimbursement will be received within two pay periods of your submission.

Can I track my reimbursement request?

If you've submitted your reimbursement request online, you can track the status of your submission via the Your Spending Account tool on myAECOMbenefits.com. Reimbursement statuses will change as receipts and other documentation are received. You will also see a change in status when a decision has been made regarding your reimbursement request.

What happens if I decide to voluntarily terminate my employment with AECOM?

To receive the Education Assistance Program reimbursement, you must be employed with AECOM at the time of reimbursement. If you voluntarily leave AECOM within one year of receiving reimbursement, you will be responsible for repaying the reimbursement expense to AECOM.

What happens if my employment with AECOM is involuntarily terminated?

If you are participating in the Education Assistance Program, and AECOM terminates your employment for lack of work or other reason not related to your performance, you will not be required to reimburse the company for approved courses completed prior to the termination date. Also, you will be reimbursed for any approved coursework you are enrolled in at the time of termination, provided you complete all applicable paperwork within 90 days after completion of the course(s).

If you have additional questions

If you have questions about the AECOM Education Assistance Program, call the **AECOM Benefits Service Center** at **844.779.9567** (+ 1 312.843.5091 outside the U.S.), between 8 a.m. and 8 p.m. Central Time, Monday through Friday.