

Tuition Reimbursement Program

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Introduction:

MAPFRE Insurance is committed to providing financial assistance to eligible employees interested in pursuing a business-related college education to advance their careers at MAPFRE Insurance.

The policy recognizes the mutual benefits derived from an employee's personal growth and increased work competence. Participation in a program should be part of an employee's development planning process, formally documented in a Development Plan and approved by the employee's supervisor/manager.

Eligibility:

- The policy applies to all active, full-time employees of MAPFRE Insurance.
- Eligibility for this benefit begins immediately upon hire.
- Your direct Supervisor's approval is required prior to participation as well as a completed formal Development Plan in Success Factors.
- Is not on **Corrective Action, or has been removed from Corrective Action** for at least ninety days, before applying for tuition reimbursement or submitting a request for reimbursement
- The employee must be actively employed by MAPFRE at the time the tuition reimbursement is due to be paid.

Exceptions to these eligibility requirements may be permitted by the employee's manager in consultation with their Human Resources Business Partner in their sole discretion.

Additional eligibility rules which apply to the program

- The maximum tuition reimbursement in a calendar year is \$5,250.00.
- This benefit only applies to reimbursement for degrees/certifications from an accredited college or university.
- The Degree program pursued must clearly align with the employee's career/development plan at MAPFRE. Human Resources has final approval on all degree programs.
- A Tuition Reimbursement Application must be submitted no earlier than 84 days before or 14 days after the start of the semester.
- Participants must achieve at least a grade of "C" for undergraduate courses, or "B" for graduate/certificate courses.
- The following Reimbursement documentation must be submitted within 90 days of the course completion date.
- Itemized **paid** billing invoice displaying all charges, credits, grants/scholarships on college letterhead. Any deferred bill plans/ agreements must be submitted if the tuition invoice remains unpaid at the end of the semester.
- Semester grades on college letterhead.
- Eligible expenses include: Tuition; Required Textbooks; Registration, Lab and Graduation fees; and CLEP (College Level Education Program) fees.

Process

Please refer to the [Talent Development Tuition Reimbursement](#) page for the overview of the process.

If you have any questions regarding the policy, eligibility, benefit limits, or assistance with the application or reimbursement process, please contact the [Talent Development Team](#).