

Educational Assistance Frequently Asked Questions (FAQ)

Q. How do I begin my participation in the Educational Assistance Program?

A. First, talk with your leader about your desire to pursue ongoing education. Once the two of you have set goals for your career development and pursuing a degree is decided upon, you must complete the Educational Assistance Program Application. This application, along with specific documentation, must be submitted to your leader for approval. Home Office HR Benefits receives the application last and has final approval. Home Office HR Benefits will review the application to ensure the program you wish to participate in meets our plan criteria and that it is related to the business.

Q. How long will it take before my application is approved?

A. This depends on how timely the application is reviewed by your leader. Once HR has received the application **and** all proper documentation, it will be processed within 10 business days from the date of receiving all necessary documentation.

Q. Do I have to reapply each semester?

A. No, you only need to reapply if you change your degree or the school you are attending.

Q. What if my application is denied? Does this mean I cannot pursue my degree?

A. No, you can still pursue your degree, but you will not receive reimbursement from Schreiber for the degree.

Q. Is there a list of eligible schools?

A. There is not a list of eligible schools; however, the school you attend must be a member of one of the following:

- Southern Association of Colleges and Schools Commission on Colleges
- Middle States Commission on Higher Education
- New England Commission of Higher Education
- Higher Learning Commission
- Northwest Commission on Colleges and Universities
- WASC Senior College and University Commission
- The Association to Advance Collegiate Schools of Business (AACSB)

Q. Are internet or accelerated programs or courses covered under the program?

A. Yes, if the school is accredited.

Q. I am interested in a seminar. Is this covered under the program?

A. Seminars, certifications, individual courses, and certificate programs are not covered by the plan. Please see your leader for other options for payment.

Q. Does my degree or major need to be related to the business? (I.e. I am interested in a nursing degree.)

A. Your degree must be valid to the business. You must demonstrate the business reason for obtaining a degree on your application. This is reviewed and plays a part in the approval or denial of your application.

Q. I need to purchase the Microsoft Office Suite for some of my schoolwork. Will Schreiber cover this expense?

A. No, computer hardware and software are excluded. Only tuition will be reimbursed depending on the grade received. However, partners should contact the Help Desk if they are interested in a possible discount for Microsoft Office.

Q. I have received a PASS grade in a course. How will this be reimbursed?

A. Pass and any grade B- or better (does not include BC) will be reimbursed up to 100%.

Q. Will Schreiber reimburse my GMAT fees?

A. No, the Educational Assistance Program excludes GMAT fees from reimbursement.

Q. Is there a maximum amount I can be reimbursed under the program?

A. The maximum reimbursement amounts under the program are as follows:

Regular Full-Time		
	Annual Maximum	Lifetime Maximum
Undergraduate	\$5,250	\$25,400
Graduate	\$10,000	

Regular Part-Time or Supplemental		
	Annual Maximum	Lifetime Maximum
Undergraduate	\$2,625	\$12,700
Graduate	\$5,000	

Q. Am I eligible to be reimbursed 100% of my tuition under the program?

A. You will be reimbursed for up to 100% of your tuition costs if you receive a B- or better (does not include BC) or Pass in the course.

Q. Am I eligible to be reimbursed 100% for my books under the program?

A. No. The program does not cover book costs. This is because partners typically keep or resell books, and some schools provide leased or online access to course materials instead.

Q. What if I cannot complete a course because of my work schedule?

A. If you were unable to complete the course because of a conflict with your work schedule, you will need your Team Leader's approval before Schreiber pays the cost of the course. Before dropping a course, discuss the situation with your Human Resources Representative.

Q. If I leave the company do I need to pay Schreiber back for what I have been reimbursed?

A. If a partner receives reimbursement for a course and terminates employment within eighteen (18) months from the date the reimbursement took place, then the reimbursement received for the course(s) must be repaid in full unless prohibited under state laws.

Q. How do I submit for reimbursement for a course I have taken?

Step 1: Register in Forma (Skip this step if you're already registered)

1. Go to https://client.joinforma.com/schreiber_foods/activate.
Important: Do not download the Forma app until you register online using this link.
2. Complete the registration form:
 - o Last Name exactly as shown in Workday (include special characters and both last names if applicable)
 - o Date of Birth
 - o 6-digit Workday ID (found on your payslip in Workday)
3. Enter your preferred email address and click **Activate via Email**.
 - o **Use an email you can access for logging in.** If you enter the wrong email, contact support@joinforma.com.
4. Check your inbox, click Log in to Forma, then Get Started. Review your benefits and click Continue.
5. Create a password, confirm your email, agree to terms, and click Activate my account.
6. Once activated, you can submit grades and tuition receipts for reimbursement through the Forma website or Forma app.

Need help?

- o Registration issues: Email support@joinforma.com
- o Questions about reimbursements: Use live chat in Forma or email support@joinforma.com.

Step 2: Submit for Reimbursement

1. Go to the [Forma website](#) and Click **Get magic link** and enter the email you registered with.
 - o If you no longer have access to that email, contact support@joinforma.com for assistance.
2. Ensure documents clearly show:
 - o Name
 - o Grade Received and Class submitting for
 - o Itemized tuition amount (any fees or other costs need to be broken out)

Q. When will I receive my reimbursement?

A:

Reimbursement Approved in Forma	Pay Slip Showing Reimbursement
1/1/2026 - 1/4/2026	1/16/2026
1/5/2026 - 1/18/2026	1/30/2026
1/19/2026 - 2/1/2026	2/13/2026
2/2/2026 - 2/15/2026	2/27/2026
2/16/2026 - 3/1/2026	3/13/2026
3/2/2026 - 3/15/2026	3/27/2026
3/16/2026 - 3/29/2026	4/10/2026
3/30/2026 - 4/12/2026	4/24/2026
4/13/2026 - 4/26/2026	5/8/2026
4/27/2026 - 5/10/2026	5/22/2026
5/11/2026 - 5/24/2026	6/5/2026
5/25/2026 - 6/7/2026	6/19/2026
6/8/2026 - 6/21/2026	7/3/2026
6/22/2026 - 7/5/2026	7/17/2026
7/6/2026 - 7/19/2026	7/31/2026
7/20/2026 - 8/2/2026	8/14/2026
8/3/2026 - 8/16/2026	8/28/2026
8/17/2026 - 8/30/2026	9/11/2026
8/31/2026 - 9/13/2026	9/25/2026
9/14/2026 - 9/27/2026	10/9/2026
9/28/2026 - 10/11/2026	10/23/2026
10/12/2026 - 10/25/2026	11/6/2026
10/26/2026 - 11/8/2026	11/20/2026
11/9/2026 - 11/22/2026	12/4/2026
11/23/2026 - 12/6/2026	12/18/2026
12/6/2026 - 12/19/2026	12/31/2026
Submissions approved after 12/19/2026	Go towards 2027 IRS Annual Maximum

Further clarification on the education assistance reimbursement program can be found in the Education Assistance Plan document. If you have additional questions, please contact hobenefitsintern@schreiberfoods.com.