



## Tuition Assistance Program Policy

### Overview

Best Buy's Tuition Assistance Policy is designed to build on our goal of becoming a world-class learning organization.

You are eligible to participate in the Tuition Assistance Program if you meet the following requirements:

- You are an active, full-time Best Buy employee, in good standing, working at least 32 hours per week; and
- You have completed six months of continuous service on or prior to the course start date; and
- You are listed as a full-time Best Buy employee in the HRIS system, at both the course start date and reimbursement date.

**Note:** If you meet the above requirements, but are on a Leave of Absence, you are still eligible for tuition reimbursement.

You will receive the following benefit for approved expenses incurred and associated with an eligible course of study up to a calendar-year maximum of \$3,500 for undergraduate and \$5,250 for graduate-level course work:

- Reimbursement of the cost of tuition and required textbooks;
- Reimbursement of all fees up to \$325 for undergraduate course work and up to \$525 for graduate course work; **less**
- Any amount you receive from scholarships, government-sponsored grants or other sources.

### Guidelines

The following conditions must be met by an eligible employee to qualify for tuition assistance:

- Complete the online application process. **Your application must be submitted no later than 30 days after your course start date.** Applications submitted after this time frame will be denied. Once you have submitted your application online, an e-mail will be sent to your manager. Your manager will need to take action (approve/deny your application) within two weeks of receiving the e-mail. If your manager hasn't taken action after two weeks, your application will be approved.
- An employee must complete the course with a grade C- or better in an under-graduate course, or B- or better in a graduate course. Pass/Fail classes do not qualify for tuition assistance.

Best Buy reserves the right to limit the number of credit hours of course study that may realistically be enrolled in without hampering an employee's productivity on the job. Courses must not interfere with your job responsibilities and must be taken on your own time.

The following types of classes are eligible for reimbursement:

- High School Level: All courses required to fulfill the requirements of a certificate of equivalency are eligible.
- College Level Examination Program (CLEP).
- Undergraduate Level: Degree programs leading to an associate's or bachelor's degree are eligible unless you have already completed a degree at the same level.
- Graduate Level: Masters of Business Administration (MBAs) need to be job-related. MBAs will be covered under the program unless you have already completed a degree at the same or a higher level.
- Other courses of study leading to advanced degrees (e.g., additional master's degree programs, law and PhD) must be related to your job in order to qualify under the program. Such courses of study require the approval of your Vice President, and in the case of the law degree, the Corporate Law Department. Best Buy has the sole discretion to determine whether a program is or is not related to your job. It is important to note that the application process for a law degree, a PhD degree or additional master's degrees will not follow the normal application process. You should complete your application online, however your online application will be denied until you complete the additional tuition approval form (including VP approval), and then the form should be submitted to the eGO HR Support Center. To access the additional tuition approval form, visit eGO > *My Benefits & Time Off > Tuition Assistance.*
- Individual courses not leading to a degree must be related to your job and be taken at an accredited college or university. A grade must be given for participation. Best Buy has the sole discretion to determine whether a program is or is not related to your job.
- Eligible college programs must be taken at a school that's fully accredited by one of the national accrediting agencies and found in the U.S. Department of Education's directory of post-secondary institutions. Correspondence and online courses must be taken through schools that are members of the National University Continuing Education Association. The same eligibility requirements for individual courses apply to correspondence courses. Any postage or handling fees charged to the employee by the school and indicated on the tuition statement will be reimbursed. Students are responsible for paying postage expenses not on the tuition statement.

NOTE: If your employment is terminated for any reason within 6 months of receiving your tuition reimbursement, you may be required to reimburse the Company 100% of the tuition assistance benefits you received.

### **Tuition Assistance Application Process**

Submit your completed Tuition Assistance Application online at <https://mybbytuition.tap.edcor.com>. The first time you visit the Tuition Assistance Web site, your user ID is your employee ID **without** the letter and your temporary password is your date of birth (mmddyyyy). Once logged in, you will then be prompted to set up a new password. It's recommended that the application be submitted before course enrollment. **However, the latest the application will be accepted is 30 days after the course start-date.**

**NOTE:** Please include a **personal** e-mail address where you can receive notifications regarding your tuition assistance process. Also, in the event you forget your password, you can have a password reset sent to your personal e-mail address immediately.

Once the completed application has been submitted, your manager will receive an e-mail. Your manager will need to take action (approve/deny your application) within two weeks of receiving the e-mail. If your manager hasn't taken action after two weeks, your application will be approved. You will be notified via e-mail of the status of your application, including when your manager has taken action on your application.

### **Scholarships, Grants and other forms of Tuition Assistance**

If you receive monetary assistance through a scholarship, government-sponsored grant or any other source, you will only be reimbursed for the difference between the total cost of your tuition and any money you receive from such tuition assistance sources, up to your approved reimbursement amount, which will not exceed the maximum annual reimbursement limit.

Example: Your total tuition cost is \$5,000 and you receive a scholarship for \$3,500. The scholarship reduces your tuition cost to \$1,500. If you were approved for \$3,500 on your application, you will receive \$1,500 to cover your remaining tuition cost.

Any scholarship, grant or tuition assistance from any other source will be applied to the semester in which the school receives the scholarship payment and is applied against that semester's tuition charges.

It is your responsibility to report all monetary assistance you receive through scholarship, grants or any other source for the course(s) in which you are receiving tuition assistance under this program. Failure to do so may result in disciplinary action, up to and including termination, and you may be required to reimburse the Company for the full amount of tuition reimbursement you received.

### **Tuition Assistance Reimbursement Process**

After you complete the course:

- Log on to the Tuition Assistance Web site (Edcor) and complete and print off the **Processing Request Form**
- With the **Processing Request Form**, submit the following within 90 days of the course end-date, via fax, at 248-732-1300.
  - Evidence of satisfactory grade along with course name and/or number
  - Itemized receipts for tuition, text books, and registration fees (including lab and/or computer fees)
  - For CLEP reimbursement, you will need to provide proof of passing

NOTE: All these items must show the employee's name and school name or be included on school letterhead in order to be approved. Please fax them to Edcor at 248-732-1300.

Once you have fulfilled all of the reimbursement paperwork, reimbursements will be mailed to the address listed in your employee record in the Oracle HR system. Best Buy will not reimburse you for certain expenses, including (but not limited to) the following:

- Non-course related fees (e.g., technology, parking, application and late fees)
- Course materials other than required textbooks (e.g., audio tapes, videotapes, etc.)
- Study guides and optional study aids
- Application fees for installment loans, finance charges or deferred payment fees
- GMATs and other entrance exams

- A second degree at the same level, even if the Company didn't reimburse you for the first degree
- Seminar and review courses
- Association or membership fees

### **Contact Information**

For information on this policy, including the tuition application and reimbursement process, please contact the Best Buy HR Support Center at 1-866-MY-BBY-HR (1-866-692-2947) and follow the prompts for Tuition Assistance. Representatives are available Monday through Friday, 8 a.m. – 6 p.m. Central time. For information online, access <https://mybbytuition.tap.edcor.com>.

Policy updated July 1, 2008