



# Tuition Reimbursement FAQs

## Frequently Asked Questions

**Q: How do I submit for Tuition Reimbursement?**

A: You will first need to submit a completed [Tuition Part I Form](#) before or on the class start date to the Benefits Team for pre-approval. If the submission is late, we allow 1 late submission per year.

You will then need to submit a completed [Tuition Part II Form](#) and the required documentation (refer to the [policy](#) for required documentation) within 90 days of course completion for our team to review. These forms should be submitted through the Tuition Reimbursement Tile in HR Link. Step-by-step instructions can be found [here](#).

**Q: If I submit my Part I Form, am I automatically approved for reimbursement?**

A: No, our team will review your submission and determine your eligibility. If your Part 1 is approved, you will then need to submit a Part II form for review.

**Q: If my degree isn't accepted by Dish, does that mean I cannot participate in the Tuition Reimbursement Benefit?**

A: If your degree is not accepted our team will review individual courses for eligibility and reimbursement.

**Q: What amounts does Dish provide for reimbursement?**

A: Dish will provide reimbursements based on your employment status, an hourly employee can receive up to \$2,000 per calendar year and a salaried employee can receive up to \$5,000.

**Q: How is the reimbursement calculated?**

A: Dish will reimburse 75% of your eligible out-of-pocket tuition costs up to the annual limit per calendar year. Eligible expenses are defined as out-of-pocket expenses for tuition and related book costs. Taxes, Fees, Grants, Stipends, and Discounts are not eligible for reimbursement.

Have questions?

Ask for help under Ask HR in HR Link

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### SAMPLE CALCULATION

Tuition -	$\$1000 \text{ tuition} + \$89 \text{ books} = \$1089$
Student Union Fee - \$50	$\$1089 - \$200 \text{ Stipend} - \$100 \text{ Corp Tuition Discount} = \$789 \text{ total eligible expense}$
Stipend - \$200	
Corp Tuition Discount - \$100	$\text{Eligible expense} \times .75 = \$591.75 \text{ Total Reimbursement Amount}$
Books -	

**Q:** When will I receive my Tuition Reimbursement?

**A:** You should receive the reimbursement on the paycheck for the pay period in which the reimbursement is approved unless otherwise stated in specific communication with our team.

**Q:** I didn't receive my reimbursement, what do I do?

**A:** You will reach out to the DISH HR Operations Team by navigating to Ask for help under Ask HR in HR Link so our team can investigate the situation.

**Q:** How can I guarantee to receive my reimbursement before the end of the calendar year?

**A:** As the end of the calendar year approaches, the Benefits Team will send out email communication regarding the deadline for submissions. Please ensure you have all applicable, correct forms and documents in by that deadline in order for our team to review and approve your reimbursement. Please also note that reimbursement requests cannot be guaranteed, as all documents must go through the official review process.

**Q:** What universities does DISH partner with?

**A:** Dish partners with the following universities, which offer special tuition rates for our team members in addition to our Tuition Reimbursement Program:

- Bellevue University
- Capella University
- Colorado Technical University
- DePaul University
- DeVry University
- Strayer University
- The University of Arizona (Global Campus)
- University of Phoenix
- Western Governors University

Please click [here](#) to find more specific information or go to The Hop > Benefits & Discounts > Tuition Reimbursement.

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Ask for help under Ask HR in HR Link

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**Q: Do I have to choose one of the partner universities?**

A: As long as the institution is an approved accredited institution of learning, e.g., colleges, universities, and trade schools, it can be any institution of your choosing. You are not limited to our partner universities.

**Q: Are my dependents eligible to use the Tuition Reimbursement Benefit?**

A: Tuition Reimbursement does not extend to an employee's family members. The reimbursement benefit is for regular, full-time employees who have completed 90 days of employment. However, some of our partner universities offer special tuition rates for family members. For more information, please click [here](#).

**Q: What happens if I leave Dish while participating in the benefit?**

A: If you are no longer employed by Dish (voluntary and involuntary) within 12 months of receipt of reimbursement, you will need to pay back any amount over \$2,000.

**Q: Are membership fees for a professional association eligible for reimbursement?**

A: These fees are not eligible for reimbursement under the Tuition Reimbursement Benefit, however, individual business units may have specific policies. Please contact your management team for more information.

**Q: Can I get reimbursed for certificate classes, such as Lean Sigma, Cyber, and so on?**

A: Certificate programs are not eligible for reimbursement under the Tuition Reimbursement Policy. Please contact your management team for more information regarding reimbursement through your business unit.

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