

Education Assistance FAQs

1. **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.

2. **Who is eligible to participate in the program?**

All regular full-time and part-time DCS employees (non-Quebec) are eligible to participate, unless precluded by a union or collective bargaining agreement.

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

The maximum reimbursement per calendar year for undergraduate and graduate courses is:

- \$5,000 for regular full-time employees.
- \$3,750 for regular part-time employees who work at least 30 hours per week.
- \$2,500 for regular part-time employees who work at least 20 hours per week.

4. **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.

5. **How do I apply for Education Assistance?**

- Prior to course registration, download and print the Education Assistance Request Form, which you can find on Ecosystem.
- Complete Step 1 and Step 3 in the pre-approval section of the form.

6. **What is the process for receiving pre-approval?**

Prior to your course(s) beginning, you are required to fill out the Education Assistance Request Form, available on Ecosystem, which ensures that your coursework meets the criteria for qualification under the Education Assistance Program. The 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.

7. **Is there a deadline to apply for pre-approval?**

To be considered for an education assistance reimbursement, you must submit the Education Assistance Request Form with Step 1 and Step 3 in the pre-approval section completed, prior to your course start date.

8. **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.

9. **What expenses are eligible for reimbursement?**
Eligible expenses include tuition, fees and similar expenses, books, supplies and equipment.
10. **How do I submit my expenses for reimbursement?**
Upon course completion:
- Complete Step 3 of the Education Assistance Request, which you can find on Ecosystem.
 - To submit a request, go to Employee Centre on Ecosystem and click on "Submit a Request" in the upper right hand corner (Submit a Request > Employee Services > Other HR Support).
 - Reimbursements are processed during the following pay period.
11. **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.
12. **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 paycheque. This reimbursement will be received within two pay periods of your submission.
13. **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 of \$1,000 or more, you will be responsible for repaying the reimbursement expense to AECOM.
14. **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).