

Tuition Reimbursement Form

How to complete this form:

- Review the Tuition Reimbursement Policy
- This form must be submitted with all necessary approvals before you start a course.
- Approvals required: 1) Line Manager 2) People Business Partner
- Send the completed form to NA.HumanResources@pernod-ricard.com

When to complete this form:

- Planning to take multiple courses throughout the year? You can submit this form once per calendar year to showcase the courses you plan to take.
- Reimbursement may be requested following the end of each semester (with grades and receipt of payment).

Employee Information:

Employee Name	
Job Title	
Division/Department	
Line Manager Name	
Affiliate	
Country of Residence:	
Hire Date: <small>*Employees with less than 6 months of service are not eligible</small>	
Date completing this form:	

Education Program:

Select the type of course you are completing (select one)	
Undergraduate Course	<input type="checkbox"/>
Graduate Course	<input type="checkbox"/>
Language Course	<input type="checkbox"/>

Semester Information:

Course Title	Start Date	End Date	Tuition Cost	Book Cost



Total Reimbursement Amounts:				

Employee Signature: _____

Manager Signature: _____

People Business Partner Signature: _____

Employee Acknowledgement:

I acknowledge that I am a participant in the Pernod Ricard Tuition Reimbursement program.

I understand that I am responsible for the satisfactory completion (a grade of "C" or better) of all coursework agreed to and will provide a grade report immediately to Human Resources at the conclusion of the semester. Should I fail to satisfy this requirement, I acknowledge my responsibility to repay all expenses paid by PERNOD RICARD for the semester immediately. I accept responsibility for direct payment to the institution if a promissory note was issued on my behalf.

If employee voluntarily or involuntary terminates employment within two years of the completion of a course for which tuition reimbursement was received, employee is responsible for reimbursing Pernod Ricard for tuition reimbursement received. The date of payment through payroll is used to determine reimbursement payment. Each tuition reimbursement payment is considered separate and repayment for each will be calculated according to the following guidelines:

Any Reimbursement Occurring Within:	% Of Reimbursement to be Repaid:
0 to 12 months of termination date	100%
13 to 24 months of termination date	50%

Reimbursement for tuition received must be paid within ten days of your termination. If Pernod Ricard is required to resort to collection of this debt via a collection agency, the recipient will be deemed responsible for all fees incurred.

Employee Signature: _____

Date: _____