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What You Should Know About EDUCATIONAL ASSISTANCE

The Educational Assistance Program is an opportunity for eligible employees to pursue professional development and educational interests such as a college degree, certificate program, credit exam or learning assessments.

What Does This Mean To You?

If you are interested in participating in the program, you'll need to be a regular, full-time [Employee in Good Standing](#). You also need to complete 90 days of continuous service before you are eligible for the program. If you are eligible, you must complete your application request online for review through our partnership with EdAssist prior to starting any courses or certificates. Ed Assist will administer this with a 30-day grace period from the course start date. Upon verification that the employee is in good standing, the application will be approved or denied. Upon approval or denial both you and your supervisor/manager will be notified via e-mail and you will be able to track the status of your application online as well.

As a first step, we include academic and financial advising services available to everyone interested in the program at no cost. Advisors will work directly with employees to create a customized education plan that offers a direct, convenient and cost effective route to earning a degree or certificate that will meet your educational goals. Advisors can also assist you with attaining a degree in a shorter timeframe by using prior learning assessments and tests.


We offer these Educational Assistance Program options:

- Eligible coursework as part of an undergraduate or graduate degree program which relates to your current position or a future role within the Company. Courses need to be taken through a regionally accredited institution recognized by the U.S. Department of Education in order to be eligible for reimbursement.

The following are the United States regional accrediting organizations:

- Middle States Association of Colleges and Schools
- New England Association of Schools and Colleges
- North Central Association of Colleges and Schools
- Northwest Commission on Colleges and Universities
- Southern Association of Colleges and Schools

All employees except for those in a collective bargaining relationship with or without an agreement.

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- Western Association of Schools and Colleges

Additional accreditation information can be obtained from the school, from the Council of Higher Education Accreditation (CHEA) at its website: www.chea.org, or from the U.S. Department of Education at its website: <http://ope.ed.gov/accreditation/>.

Non-matriculating courses and standalone certificate programs may qualify for reimbursement if they relate to your current position or a future role within the Company.

Prior learning assessments and tests used to document knowledge for the purpose of granting credit toward an approved degree as well as eligible fees for posting these credits are also covered in the program. Examples of these assessments include CLEP, ACE, DANES, DSST, UExcel and portfolio preparation.

Our plan will reimburse 100% of tuition costs, lab fees, technology fees & registration fees as long as you receive a grade of C or higher up to a maximum amount of \$5,250.00 per calendar year as of January 1, 2018.


Reimbursements will be applied to the available funding in the calendar year in which the course ends, even if the course started or was paid in a different calendar year. Reimbursements will be provided in the employee's regularly issued paycheck and not as a separate payment.

Within 60 days of the completion of the course, certificate or exam you should login to the system to submit documentation as proof of successful completion in order to receive reimbursement. Employees who are separated from the Company due to position elimination and/or re-organization will be eligible for reimbursement for applications approved prior to separation as long as all the requirements were met.

The following will be required as proof of successful completion:

- Official grade report or transcript showing minimum grade requirement.
- Proof of payment of tuition or exam fees. Tuition or exam receipts must clearly define itemized paid course costs. Receipts must include a breakdown of tuition costs, related fees and all financial assistance received, including loans, grants, scholarships and other gifts. Employees can receive reimbursement for loans, as they must be repaid by the employee, however any grants, scholarships and gifts received will be deducted from the reimbursement amount eligible. Documentation must itemize the costs of the requested course(s) to be reimbursed and by what payment method the fees were paid. Absent an itemized receipt, employees must provide documentation from the school outlining the cost per credit hour. Acceptable proof of payment is copy of a paid receipt, itemized tuition bill, official deferment letter or notice from the school acknowledging tuition payment. Copies of invoices showing balance due, copies of cancelled checks or notes indicating tuition fee schedules are not acceptable.

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An employee must remain employed for a minimum of one year after receiving a reimbursement, unless separated due to position elimination and/or reorganization. Any employee who voluntarily exits the company in less than one year will be subject to repayment at a prorated rate.

For more information regarding the administration of the program reach out to EdAssist at 1-855-853-1410, your local Human Resources contact or the Human Resources Service Center.

For Your Reference:

The Company (“we” and “us”) – refers to Altice USA.

EdAssist is responsible for reviewing all requests for tuition reimbursement, as well as processing such reimbursements for eligible employees.

Tuition is the cost of any courses taken and any course related fees associated with those courses, such as lab fees, technology fees & registration fees, deducted by any applicable scholarships or grants. Tuition will not include any other miscellaneous fees, such as books, materials or application fees.