

**Vanguard Academic Assistance Plan
Undergraduate Degree Reimbursement Agreement**

Name:

Crew ID #:

Enter your job-related degree (and concentration, if applicable):

I understand that I must be a full-time active crew member of Vanguard. In accordance with Vanguard's Academic Assistance Plan and policies, I hereby agree to the following:

1. In order to be reimbursed for a course, the course must be either a job-related undergraduate degree course at an accredited college or university, or a course required under an undergraduate degree program at an accredited college or university and the course must be job-related.
2. I understand that I am submitting this application as a general agreement of coverage of my undergraduate degree program and that only courses taken under this degree program will be covered by this agreement. I further understand that courses that instruct in any sport, game, or hobby will not be covered nor reimbursed under the program, even if required under the course of study. Vanguard retains the right to deny authorization for reimbursement for any elective courses not relevant to the undergraduate degree program.
3. To receive my authorized reimbursement of tuition and books, I must submit all **original** receipts or proof of payment together with an **official** report of my final letter grade to Human Resources.
4. If my employment with Vanguard is terminated for any reason within 6 months of receiving a reimbursement for any course(s) under this degree program, I will reimburse Vanguard for 100% of the tuition and book costs it has incurred on my behalf for such course(s). I understand that repayment must begin within 30 days of the date of termination and must be completed within 90 days of the termination. I authorize Vanguard to apply my final pay to the extent necessary to satisfy my reimbursement obligation under the Agreement.
5. In addition to the other obligations listed herein, or any other remedies available to Vanguard at law, if I fail to return the monies due Vanguard, I will not be eligible for rehire at Vanguard at any time.
6. I understand that falsification of this document and/or reimbursement documentation, and/or failure to submit documentation of financial assistance is a violation of Vanguard's Professional Conduct Policy and is subject to disciplinary action up to and including termination of employment.

If my employment with Vanguard is terminated for any reason within 6 months of receiving reimbursement for any course(s) under an undergraduate degree program, I will reimburse Vanguard for 100% of the tuition and book costs it has incurred on my behalf for such course(s). I authorize Vanguard to apply my final pay to the extent necessary to satisfy my reimbursement obligation under the Agreement. I understand that repayment must begin within 30 days of the date of termination and must be completed within 90 days of the termination.

Submit your degree application through Crew Self Service before mailing this form. Send the **original, signed** copy of this agreement to HR: Academic Assistance at mailstop M22 with details of any financial assistance that you are receiving, other than student loans.

I certify that I have read and understand Vanguard's Academic Assistance Plan policy as noted above and set forth on CrewNet. **I understand that I may not request any confidential or proprietary Vanguard information from any Vanguard employee, nor use such confidential or proprietary Vanguard information as I may have access to, for any academic project or assignment.**

Crew member's signature:

Date: