

# Verizon Tuition Assistance Program

Employee Eligibility Resource Document  
[Updated August 2007]

Eligibility requirements for participating in Verizon's Tuition Assistance Program (VZ-TAP) are as follows.

## **Associate Employees:**

- Regular full-time and regular part-time associate employees working a minimum of 17 hours per week are eligible for tuition assistance from their date of hire [*fBA South Associates see Appendix D, Note #5*].
- Term employees in *fBA South*, Temporary B employees in *fBA North* New York, and full-time temporary employees in *fBA North* New York are eligible for tuition assistance after one year of continuous service.
- Employees must be on the active payroll when the course begins and remain on active payroll throughout the duration of the course (excluding employees on an approved Enhanced Educational Leave of Absence).
- Employees must submit grades for courses taken in a timely manner. Non-compliance may result in repayment obligations (see policy).
- Class attendance and study assignments must be completed on the employee's own time, outside the employee's normal work hours, and must not interfere with the employee's job duties.

## **Management Employees:**

- Regular full-time and part-time management employees working a minimum of 20 hours per week are eligible for tuition assistance from their date of hire. (Management Occasionals, Contractors, and Temporary/Term employees are ineligible).
- Employees must be on the active payroll when the course begins and remain on active payroll throughout the duration of the course.
- Employees must submit grades for courses taken in a timely manner. Non-compliance may result in repayment obligations (see policy).
- Class attendance and study assignments must be completed on the employee's own time, outside the employee's normal work hours, and must not interfere with the employee's job duties.

Eligibility is determined at the time the tuition assistance administrator completes a review of the tuition assistance application. The VZ-TAP Administrator will send an informational email notification to managers/supervisors when a direct report is approved for tuition assistance.

***Suspected violations to the tuition assistance policy, or any other Verizon policy, should be reported to your HR-Business Partner immediately.***