



# Educational Reimbursement Program Policy

## Quick Reference Guide

*The Educational Reimbursement Program is an opportunity for full-time, eligible associates to receive reimbursement from Honda to cover the cost of their individual pursuit of a degree or certification. This program is intended to encourage associates who wish to improve current job performance, broaden their potential within Honda, and gain business-related skills to meet Company needs.*

### **To be eligible for Education Reimbursement:**

1. You must be an **associate for 90 days**.
2. All **coursework must be related to current or potential future jobs**.
3. All **coursework must be from an approved accredited institution**. To check accreditation status – review the Department of Education website: <https://www.ed.gov/accreditation>
4. All **coursework must be taken on your own time** outside of the associate’s normal working hours (time for which you are not paid by the company).
5. Coursework **cannot be required by the company**.
6. A **completed [Educational Reimbursement Pre-Approval Form](#)** must be submitted to the Educational Reimbursement Admin **at least ten (10) days before the class start date for approval**.  
*Note: A copy of the course description may be requested.*
7. **Courses must be completed with a grade of C or better, or Pass** for non-letter grade courses.
8. A completed **[Educational Reimbursement Request Form](#), proof of payment and proof of successful course completion must be submitted** to the Educational Reimbursement Admin, **within 60 days after completing the course**.
9. Reimbursement is limited to no more than 100% of the cost of tuition, required fees, and books.
10. Educational Reimbursement runs on a **calendar year** (January-December). Annual allotment is based on courses taken within the calendar year (course end dates), not when reimbursement is submitted/distributed.

**Reimbursement is paid through your paycheck approximately 2 to 4 weeks after Admin approval.**

Should your employment end for any reason within three (3) years after receiving educational reimbursement, you may be required to repay the costs for tuition and other fees, according to the schedule listed below:

- Separation within one year: 100%
- Separation from one to two years: 67%
- Separation from two to three years: 33%

**For more information, contact the Educational Reimbursement Admin at [educational\\_reimbursement@na.honda.com](mailto:educational_reimbursement@na.honda.com).**