

Education Assistance Reimbursement Process

First Step - Are You Eligible?

Eligible employees are full-time and have been employed for 12 months. ***Employees are required to stay with the company for 12 months from the date of your reimbursement. If an employee leaves before the 12 months, they must repay Cision the cost of the reimbursement.***

Second Step - Would your class be approved?

This is available for classes at accredited college, universities, technical schools and other entities of higher learning that are directly related to your Cision career path.

Prior to course registration submit the **Education Assistance Reimbursement Form** (available on SharePoint) to your manager for course approval. Your manager will approve or deny your request.

If approved, make a copy of the Education Assistance Reimbursement Form for your records and send a copy to Human Resources (hr.support@cision.com) for final review and processing.

Third Step - Sign up for class.

You will pay for all costs up front. Please be sure to request and save all itemized receipts.

Fourth and Final Step - Pass the class and get reimbursed.

Submit course itemized receipts and an official grade report as proof that you received a grade of “B” or higher or appropriate certificate of completion to Human Resources. The application for reimbursement and documentation must be received by Human Resources no later than 30 days after the completion of the approved course(s). It is important to include all the information requested to complete the application. If the application is incomplete, your reimbursement will be delayed or may be denied. Reimbursement will be included in the next one or two paychecks.

The maximum calendar year reimbursement is 50% of eligible expenses up to \$5,250.

Please email Faith.Primacio@cision.com with any questions!