



Tuition Reimbursement Guide



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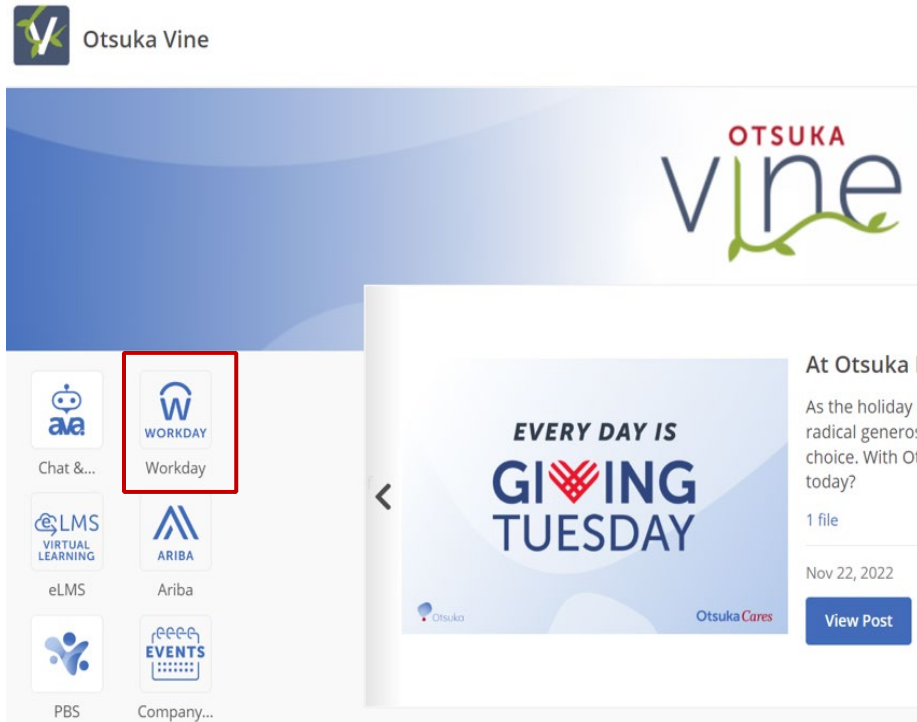
Process Overview

This guide provides Otsuka employees with details on the steps required to login to Workday to submit a Tuition Reimbursement Application Form and Tuition Reimbursement Payment Request Form.

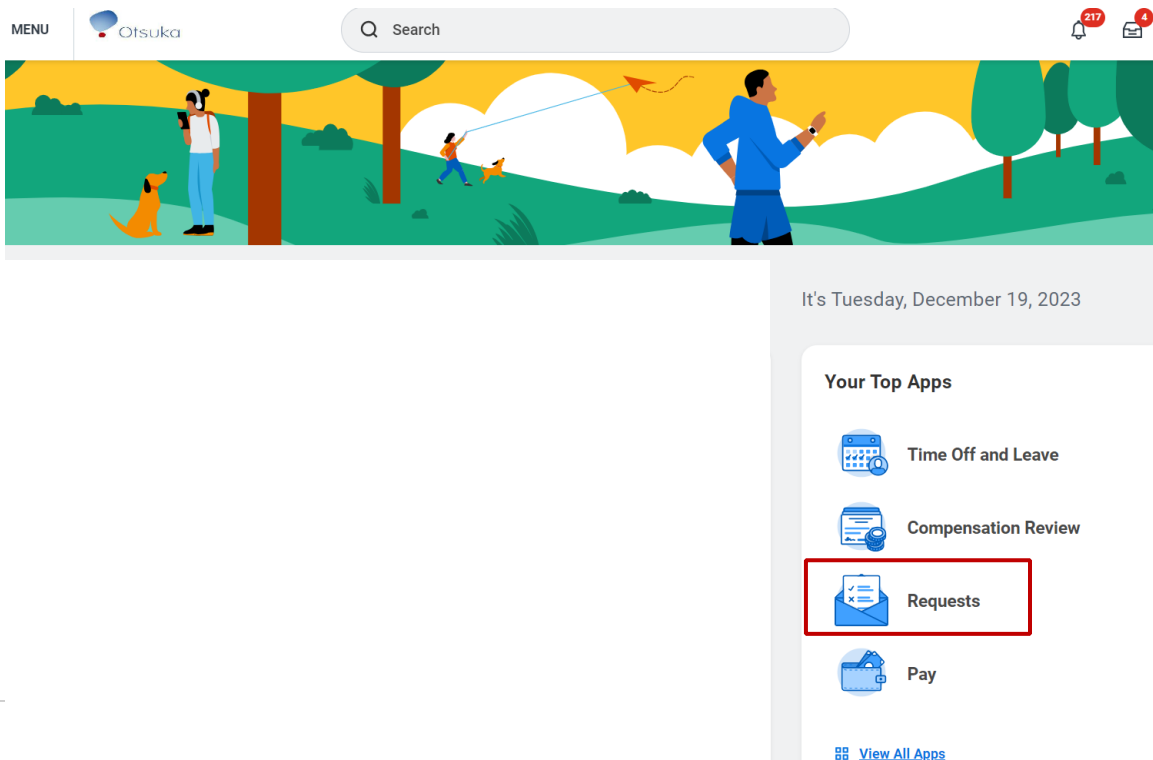
Click on your applicable company ([OAPI-OPDC](#)) / ([OPH](#)) / ([JNTI](#)) for more information related to the Tuition Reimbursement Plan. For additional inquiry, submit a request via the [AVA Service Portal](#).

Tuition Reimbursement Application Form

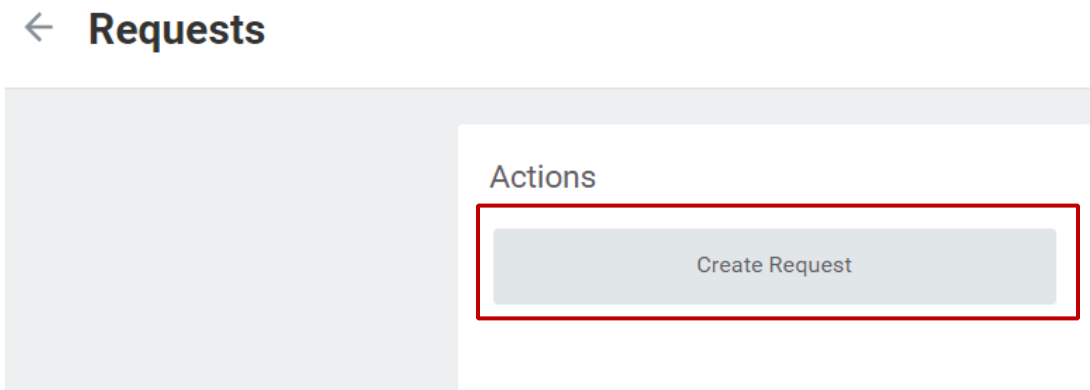
Step 1. To begin, click on the **WORKDAY** icon on the **Vine** homepage.



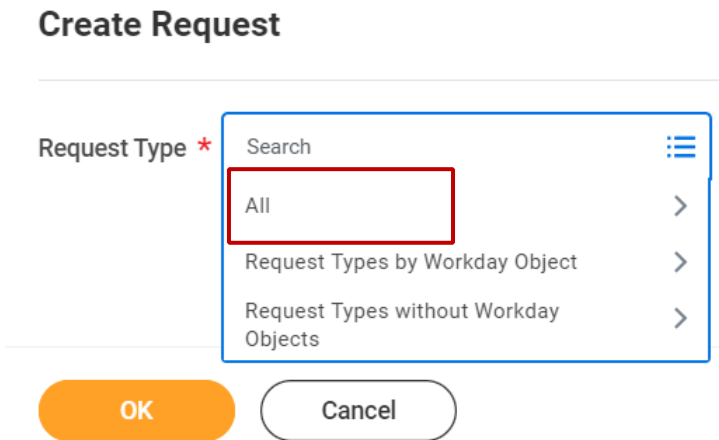
Step 2. The Workday homepage is displayed. Click on **Request** under Your Top Apps or View All Apps if the Requests icon is not available under Your Top Apps



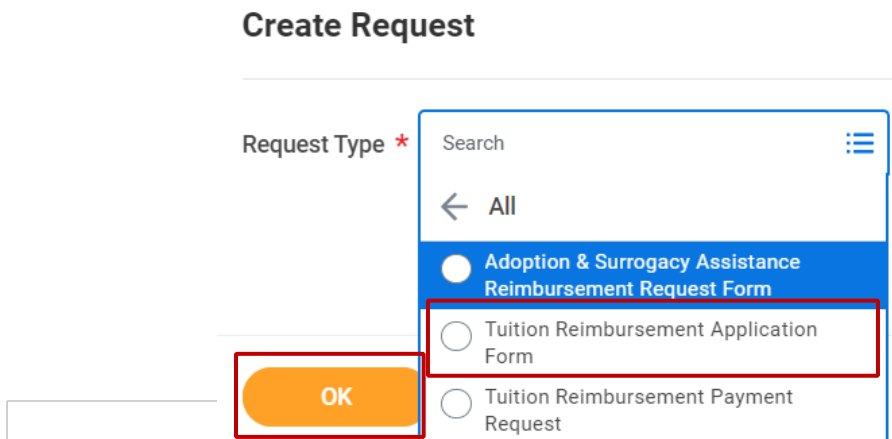
Step 3. Click on **Create Request**.



Step 4. Select **All** in the **Request Type** drop down.



Step 5. Select **Tuition Reimbursement Application Form** in the drop down then click **OK**



Step 6. Complete the Tuition Reimbursement Application Form and select Submit.

Note: Prior to submitting the application, it is encouraged that you review the Tuition Reimbursement Application Form and your applicable company Tuition Reimbursement Plan Document ([OAPI-OPDC](#)) / ([OPH](#)) / ([JNTI](#)) in details. Failure to complete a Tuition Reimbursement Application and have it approved prior to course commencement will result in denial of tuition reimbursement payment requests.

Tuition Reimbursement Application Form 🔖

[Link to User Guide](#)

For more information related to the Tuition Reimbursement Process, visit the following links: ([OAPI/OPDC/OPH](#)) or ([JNTI](#))

*****Discussion with Manager must be conducted prior to course commencement*****

- Manager and HRBP must approve courses prior to course commencement.
- Review the Tuition Reimbursement Plan Document. ([OAPI-OPDC](#)) / ([OPH](#)) / ([JNTI](#))
- Eligibility to submit 'Tuition Reimbursement Application' is minimum one-year continuous service at Otsuka. You will receive an error upon submitting the application if you do not meet this requirement.
- You will be informed of approval or denial of the application, along with anticipated tax eligibility via email.
- For any question related to the Tuition Reimbursement Process, please submit a request via the [Ava Service Portal](#).

By submitting this Application, you understand that reimbursement for tuition related expenses and tax treatment of any such reimbursement is not guaranteed. The following conditions must be met to receive reimbursement:

1. You are not currently participating in the Student Loan Assistance Benefit. You can choose to participate in either the Student Loan Assistance program or the Tuition Reimbursement benefit; however, you may not participate in both benefits.
2. Your application must be approved and in 'Successfully Completed' status in prior to course commencement. Failure to complete a Tuition Reimbursement Application and have it approved prior to course commencement will result in denial of tuition reimbursement payment requests.
3. You must receive a grade 'C' or better; or a 'pass' grade for a course that is graded on a pass/fail basis.
4. You must submit your grade and itemized tuition expenses and receipts within 45 days of course completion.
5. You must be actively employed or on an authorized leave of absence from Otsuka on the date the reimbursement is paid.
6. You must be in Good Performance Standing, successfully meeting expectations as detailed through your GROW performance ratings at the time the Tuition Reimbursement Application is submitted and at the time reimbursement payment is requested following completion of each course.

Additionally, you understand that if you are reimbursed, to the extent permitted by state and local laws, you must repay Otsuka for education-related expenses, including any taxes, for which you were reimbursed within 30 days of termination if (i) you voluntarily terminate employment with Otsuka or an Affiliate for any reason, or (ii) were terminated for Cause by Otsuka or an Affiliate, as follows. Note, transfer from Otsuka to an Affiliate shall not be considered termination of employment from Otsuka for purposes of this paragraph.

- You are required to repay 100% of the tuition reimbursement payment if you voluntarily terminate employment or if your employment is terminated for Cause by Otsuka or an Affiliate within 12 months after the reimbursement payment date, which is the date that you receive the reimbursement payment through payroll.
- You are required to repay 50% of the tuition reimbursement payment if you voluntarily terminate employment or if your employment is terminated for Cause by Otsuka or an Affiliate more than 12 months and up to 24 months after the reimbursement payment date. Transfer from Otsuka to an Affiliate shall not be considered termination of employment from Otsuka for purposes of this paragraph.
- California has different repayment terms. After submitting the Tuition Reimbursement Payment Request, employees in California will receive a separate agreement outlining those repayment terms. The employee must sign that agreement before any tuition reimbursement payment(s) will be issued.

By submitting this form, I have reviewed and agreeing to the terms and conditions of the Otsuka Tuition Reimbursement Plan, found here. ([OAPI-OPDC](#)) / ([OPH](#)) / ([JNTI](#))

Describe the Request *

[TUITION REIMBURSEMENT PLAN APPLICATION](#)

Submit
Save for Later
Cancel

Step 4. To check on the status of your Tuition Reimbursement Application Form, select My Requests under the Requests Apps In Workday.

My Requests 🔍 🖨️

13 items 🔍 🗑️ 📄

Request	Type	Description	Status	Resolution	Initiation Date	Completion Date
Request : Tuition Assistance Application Form : James Thomas	Tuition Assistance Application Form	Test	Successfully Completed	Done	01/02/2020 08:55:34.609 AM	01/02/2020 09:05:48.313 AM

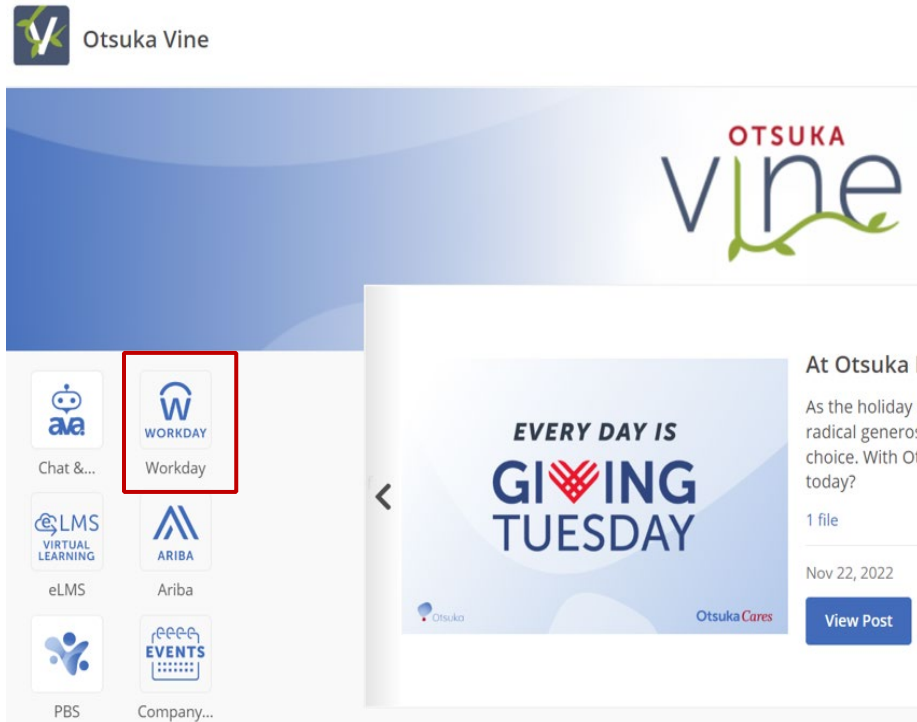
My Recent Requests 🔍

Tuition Reimbursement Payment Request: Submitted on 03/19/2020

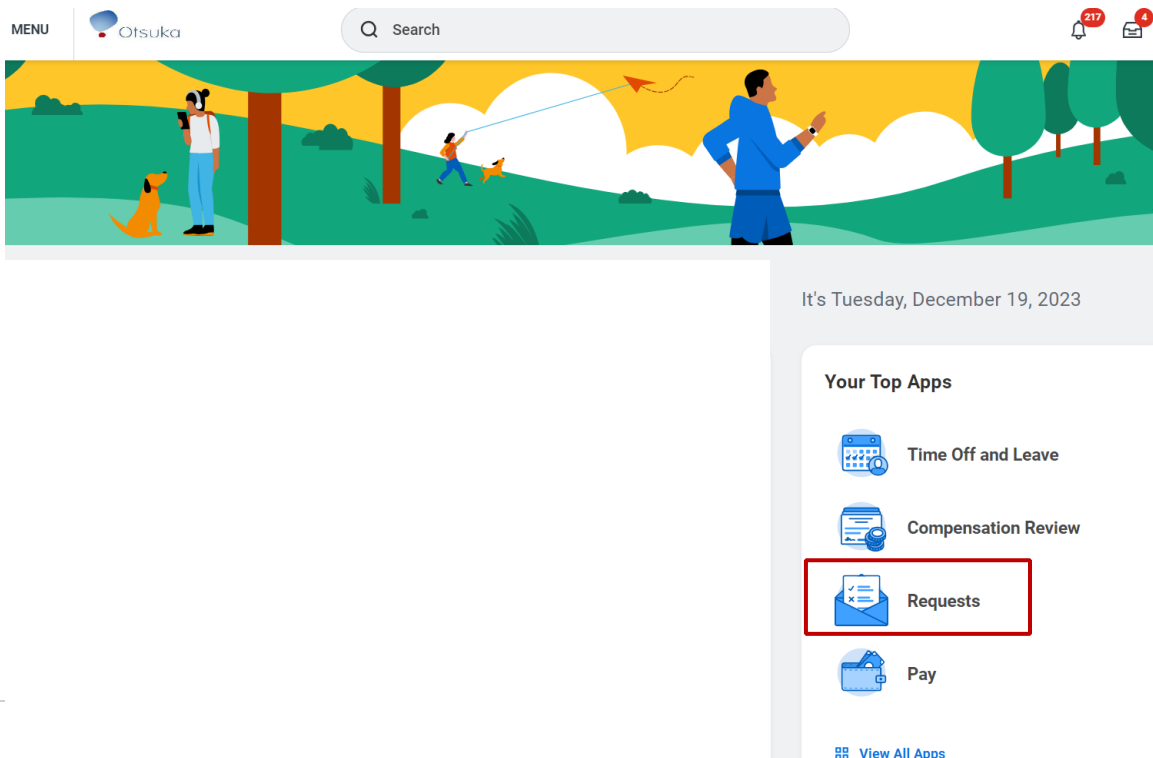
Next step assigned to reviewer

Tuition Reimbursement Payment Form

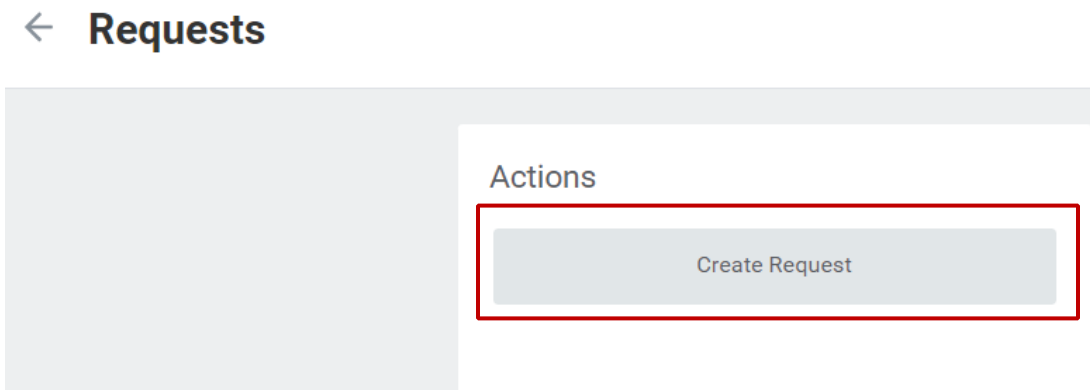
Step 1. To begin, click on the **WORKDAY** icon on the **Vine** homepage.



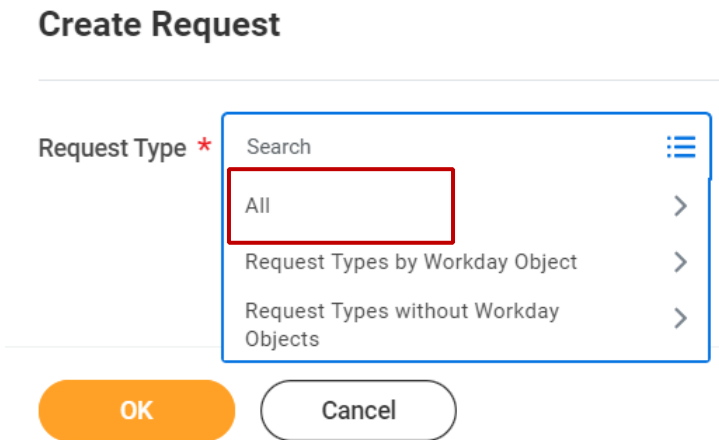
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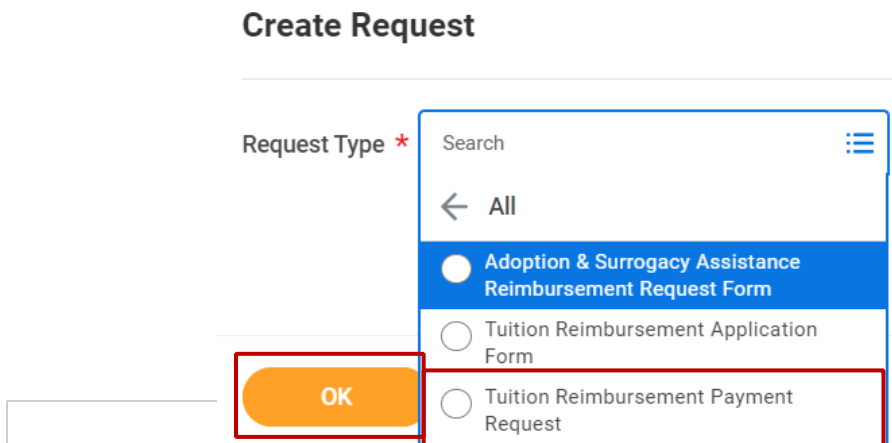
Step 3. Click on **Create Request**.



Step 4. Select **All** in the **Request Type** drop down.



Step 5. Select **Tuition Reimbursement Payment Request** in the drop down then click **OK**



Step 6. Complete the **Tuition Reimbursement Payment Request** and select **Submit**.

Note: Prior to submitting the application, it is encouraged that you review the **Tuition Reimbursement Payment Form** and your applicable company **Tuition Reimbursement Plan Document** ([\(OAPI-OPDC\)](#) / ([OPH](#)) / ([JNTI](#)) in details. Failure to meet requirements of the Plan will result in denial of tuition reimbursement payment requests.

Tuition Reimbursement Payment Request 010 191

[Link to User Guide](#)

For more information related to the Tuition Reimbursement Process, visit the following links: ([OAPI/OPDC/OPH](#)) or ([JNTI](#))

*****Please input only numerical value for cost/expense fields*****

- o Review the Tuition Reimbursement Plan Document. ([\(OAPI-OPDC\)](#) / ([OPH](#)) / ([JNTI](#))
- o In order for you to submit a 'Tuition Reimbursement Payment Request', you must have an approved Tuition Reimbursement Application that is in 'Successfully Completed' Status. Otherwise, this will result in denial of tuition reimbursement payment requests.
- o You will be informed of approval or denial of the payment request via email.
- o For any question related to the Tuition Reimbursement Process, please submit a request via the [Ava Service Portal](#).

By submitting the Payment Request, you understand that reimbursement for tuition related expenses and tax treatment of any such reimbursement is not guaranteed. The following conditions must be met to receive reimbursement:

1. You are not currently participating in the Student Loan Assistance Benefits. You can choose to participate in either the Student Loan Assistance program or the Tuition Reimbursement benefit; however, they may not participate in both benefits.
2. You have an approved Tuition Reimbursement Application that is in 'Successfully Completed' Status. Otherwise, this will result in denial of tuition reimbursement payment requests.
3. You must receive a grade 'C' or better; or a 'pass' grade for a course that is graded on a pass/fail basis.
4. You must submit your grade and itemized tuition expenses and receipts within 45 days of course completion.
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- o You are required to repay 100% of the tuition reimbursement payment if you voluntarily terminate employment or if your employment is terminated for Cause by Otsuka or an Affiliate within 12 months after the reimbursement payment date, which is the date that you receive the reimbursement payment through payroll.
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Describe the Request *

[TUITION REIMBURSEMENT PAYMENT APPLICATION](#)

Submit
Save for Later
Cancel

Step 4. To check on the status of your Tuition Reimbursement Application Form, select **My Requests** under the **Requests Apps In Workday**.

My Requests Actions

13 Items [Icons]

Request	Type	Description	Status	Resolution	Initiation Date	Completion Date
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My Recent Requests [Icons]

Tuition Reimbursement Payment Request: Submitted on 03/19/2020

Next step assigned to reviewer

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