



## **BenefitEd Tuition Reimbursement Program FAQ**

### **Q: Who is eligible for the Tuition Reimbursement Program?**

Full-time employees in good standing who have been with Ryan Specialty for at least six months are eligible. Employees must also ensure that their studies do not materially impact their ability to contribute to Ryan Specialty at their current performance level.

### **Q: What types of education are eligible for reimbursement?**

Eligible education includes undergraduate or graduate degree programs related to Ryan Specialty business, as well as individual courses and certifications related to your job, taken at accredited institutions or certified training programs.

### **Q: What is the maximum reimbursement amount?**

The maximum reimbursement amount is determined by the employee's cost center budget, with a cap of \$5,250 per calendar year in tax-free payments toward student loans.

### **Q: What expenses are covered by the reimbursement?**

The program covers tuition costs only. It does not cover entrance exams, course materials, travel, meals, parking, admissions tests, graduation fees, supplemental texts, testing/exam fees, activity fees, or overnight accommodations. For certifications and designations, BenefitEd will cover courses, and any study materials needed.



**Q: Are there any tax implications for the reimbursement?**

Payments up to \$5,250 per calendar year are tax-free under IRC §127. Any additional payments exceeding this amount will be considered taxable income.

**Q: How do I apply for the Tuition Reimbursement Program?**

Register with BenefitEd, create an account using your name, email, and Employee ID, and complete your application on the BenefitEd portal.

**Q: Do I need approval from my manager?**

Once you complete the application, an email will be sent to your manager with a temporary password to sign into the BenefitEd portal. They will then be able to approve or deny your application. Once they have approved or denied, you will receive an email with the results of the application.

**Q: What documentation is required for reimbursement?**

You need to provide evidence of satisfactory course completion (grade B or higher) and a statement/receipt reflecting the amount of the tuition paid.

**Q: How do I request reimbursement?**

Log in to BenefitEd, fill out the reimbursement form, and upload the necessary documents. Once approved, BenefitEd will coordinate with HR to include the reimbursement in your next available paycheck.



**Q: What if I want to complete a certification/designation?**

Certifications and designations must be related to your job and be taken at an accredited college or university, or other certification training programs (The Institutes). Pre-approval from your manager/supervisor is required to determine if the course is eligible.

**Q: What happens if I leave Ryan Specialty after receiving tuition reimbursement?**

If you voluntarily leave Ryan Specialty, you must repay 100% of any tuition reimbursements received during the twelve-month period preceding your departure. This amount may be withheld from your paychecks.

**Q: Are there any exceptions to the payback agreement?**

The payback agreement will not be enforced if you leave due to position elimination, restructuring, corporate actions, or downsizing.

**Q: What are the deadlines for submitting applications and reimbursement requests?**

Applications must be submitted up to 30 days before the program/course starts. Reimbursement requests must be submitted up to 30 days after the program/course ends.