

Tuition Reimbursement

Build skills and save
money on tuition.



Hello!

We're **Navia Benefit Solutions** and we administer the Tuition Reimbursement plan provided to you by your company. This toolkit will help you understand what a Tuition Reimbursement plan is, how it works, and important information.



Tuition Reimbursement Plan

A Tuition Reimbursement plan is an account funded by your employer to help you pay for continuing education. Each plan is custom-designed by your employer.

Due to the tailored nature of Tuition reimbursement plans, this guide is a generalized overview. The Navia Tuition Reimbursement Plan Navigation guide gives you plan specifics and will be shared with you by your employer during your open enrollment period.

Use your dollars to build skills

Use it for eligible education expenses. Common covered expenses are tuition expenses, fees, and other related expenses required for enrollment at an eligible educational institution. Covered expenses are determined by your employer, check your Navia Tuition Reimbursement Plan guide for details.

Coverage

Tuition Reimbursement covers you, the employee.

Easy to use

Submit claims easily online or on the Navia mobile app.

Maximum Benefit Amount

IMPORTANT! Your maximum benefit amount is 100% paid by your employer. It is determined by your employer and will vary from plan to plan. The funds in the account must be used during the plan year.



YOU

COVERS ONLY YOUR
STUDENT LOANS



SKILLS

USE FUNDS TOWARD
EDUCATION EXPENSES



EASY

MULTIPLE WAYS TO
SUBMIT CLAIMS



100%

YOUR EMPLOYER PAYS
100% OF THE AMOUNT

Receive money to pay for your continuing education

A Tuition Reimbursement plan is an employer funded account that allows you to be reimbursed for certain tuition expenses, fees, and other related expenses required for enrollment at an eligible educational institution. You cannot make contributions to this account.

Your Tuition Reimbursement benefit is designed by your employer. They set the amount, eligible expenses, amount covered, and frequency of the funds available. They also set the plan's eligibility and plan design details. These plan designs are customizable and will vary, so please refer to your Tuition Reimbursement plan Navigation Guide for those details. Since the funds are provided by your employer, at the end of the plan year any unused funds will remain with the employer. Be sure to file all your eligible tuition expenses within the plan year.

For your plan specifics, please review your Navia Tuition Reimbursement plan Navigation Guide.



How does it work?



You are automatically enrolled

Your employer will automatically enroll you in the Tuition Reimbursement benefit every year.



Learn about your specific plan

Since each Tuition Reimbursement plan is different, you will need to make sure you know your plan details. You will receive a Navia Tuition Reimbursement plan Navigation Guide. This guide will have all of your plan specifics.



Funds are available according to your plan design

The funds are available to you based upon your employer's plan. Once you have funds available, you are able to submit claims for reimbursement.



Submit claims online!

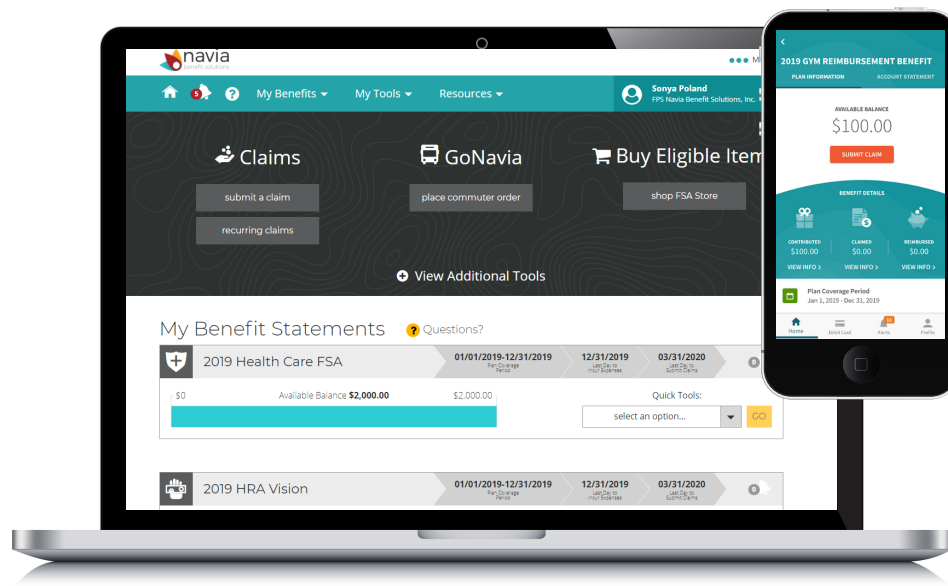
Claims can be submitted online on the Navia participant portal or through Navia's mobile app. You will need a copy of your receipt when sending your claim to Navia.

Accessing your benefits couldn't be easier!

Claim submission takes 3 easy steps on the Navia participant portal or mobile app:

1. Complete the online claim form
2. Attach your receipt
3. Submit!

You can submit claims through Navia's online portal, mobile app, email, fax, or mail. Claims are processed within a few days and reimbursements are issued according to your employer's reimbursement schedule.



Navia is here for you!

We're committed to providing you with unparalleled customer service. If you have questions, we're here to answer them!

U.S.

100% US-based, live customer support with offices in every time zone

45 sec

If you have a question, you wait less than a minute to talk with a live Navia expert

2 days

Claims are turned around within 2 days to ensure you are reimbursed fast



The benefits of having a Tuition Reimbursement plan

Lower your out-of-pocket costs to build skills

Tuition Reimbursement plans allow you to spend your funds on eligible tuition expenses! This way you don't spend as much out-of-pocket on your continuing education journey!

It's an opportunity to reach new career goals

Your employer offers a Tuition Reimbursement plan to help you build important skills, reduce the expensive cost of continuing education, and wants you to reach your educational goals.



SAVE

LOWER YOUR OUT-
OF-POCKET EXPENSES



EDUCATION

FUNDS FOR TUITION
EXPENSES



GOALS

REACH YOUR
EDUCATIONAL GOALS

