

Tuition Reimbursement Frequently Asked Questions

1. *Who is eligible for tuition reimbursement?*

- An associate may be considered initially eligible for tuition reimbursement if the associate has worked for the Company for a minimum of ninety (90) days,
- Is an associate of the Company scheduled to work thirty (30) hours or more per week and is not (1) an intern; or (2) employed on a temporary basis; or (3) per diem (i.e., works on an intermittent basis);
- Received a “meets” or “exceeds” performance level (2.5 or higher rating) on their most recent performance review, if applicable, and is not on a Performance Improvement Plan or received a disciplinary action within the prior eighteen (18) months including, but not limited to, written warnings and disciplinary suspensions.

2. *What programs or courses are eligible for reimbursement?*

Any course or program that maintains or improves the skills required for the associate’s current position. Eligible courses must:

- Be part of a matriculated degree program related to the associate’s position
- Begin and end while the associate is actively employed at Inovalon or one of its subsidiaries
- Be taken at a regionally or nationally accredited education institution that is listed within the accreditation database of the [U.S. Department of Education](#)
- Result in academic grades or the equivalent (ratings such as Pass, Satisfactory, Credit or Continuing Education Units are acceptable only if the school reports grades in that manner)
- Be taken for credit

3. *What amount will I be reimbursed?*

An associate can be reimbursed up to \$5,250 per calendar year to include expenses for tuition, registration fees and books.

4. *How will I be reimbursed?*

All approved reimbursements will be paid in an associate’s regular paycheck within one to two pay periods following approval.

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5. What is the process for submitting a request for Reimbursement?

Prior to registering for a course:

- An associate must obtain approval for reimbursement. Approval for reimbursement may be obtained by completing a Tuition Reimbursement Request *Form* and submitting it to Total Rewards.
- A *Reimbursement Request Form* may found on the [Inovalon Benefits website](#) or by requesting the form via hrbenefits@inovalon.com.
- Please note: The completed form must be signed by the associate's manager and department leader. An email approval is acceptable; however, the completed form must accompany the approval.
- The completed *Tuition Reimbursement Request Form* and any supporting documentation is to be submitted to the Total Rewards team through hrbenefits@inovalon.com at least fifteen (15) business days prior to the course start date.

After completing the course, the associate must submit a copy of the completed course transcript along with an itemized receipt for reimbursement to hrbenefits@inovalon.com.

6. My course ends in December. Will the expense count towards this year's \$5,250 limit or next year's \$5,250 limit?

The governing date for determining the calendar year to which reimbursements will be applied is the pay date on which the reimbursement is paid. For example, if your course ends in December and you receive reimbursement in January, your reimbursement amount counts toward the \$5,250 maximum for the January calendar year.

7. Are there any grade requirements that would prohibit an associate from being fully reimbursed?

Associates are reimbursed at 100% for a grade of A, B, or Pass. Associates are not reimbursed if they receive a grade of C and below. If a course is Pass/Fail, associates are not reimbursed for a failed course.

8. What happens if I leave the company before having completed the one-year employment requirement and I have already received reimbursement for a course?

Associates who participate in the Tuition Reimbursement Program are required to continue their employment with the organization for a minimum of one year after completion of a course/class for which they received reimbursement. If an associate terminates employment voluntarily before such time, they will be responsible for repaying the tuition funds received. This will be deducted from the associate's last paycheck if possible. Otherwise, the associate will be billed for the amount owed. Any non-repayment may result in legal action or referral to collections.