

AFTER COURSE COMPLETION

As long as I continue to pass my courses, the Career Choice program will continue to prepay or reimburse me up to the program maximum. I will need to submit a grade report for each completed term to ISTS.

TIPS, TRICKS, AND HINTS FOR "BACK TO SCHOOL" SUCCESS!

- Be sure to submit my new courses to Career Choice every term so I can take full advantage of the Amazon tuition benefit of \$3,000 for full-time hourly and \$1,500 for part-time hourly field associates (per rolling 12-month period for 4 years!)
- In addition to Career Choice tuition support, consider applying for financial aid every year I am in school. Apply online here: www.fafsa.ed.gov (reference FAQs for more information on financial aid).
- Meet with an advisor each term to make sure I am taking the right classes to get me to my goal as quickly as possible
- Consider renting my books from "Textbook Rentals" on Amazon.com. Be sure to save my receipt for reimbursement
- Get contact info for at least one classmate in each class in case I miss a class or need a study buddy
- Pass all of my classes to stay eligible for Career Choice
- Explore campus resources: Free tutoring, Women's Center, Library, and Wellness Center etc.
- Check with Veterans or Disability Support Services/Special Services if needed
- Connect with campus Career Services for help with internships and job opportunities in my new career
- Apply for graduation one term before I plan to graduate
- Graduate! (Congratulations!) Be sure to provide my certificate of completion to ISTS so we can celebrate your success!

Now get started!

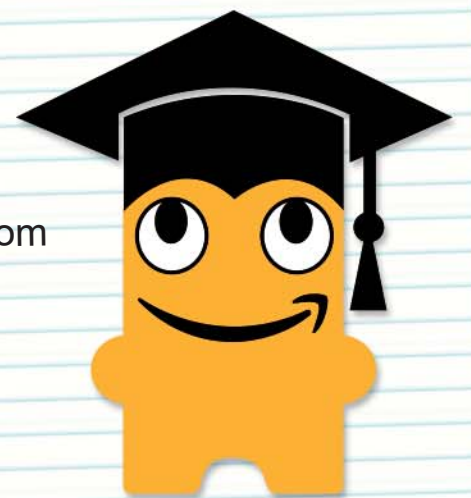


Career Choice Student Checklist

A step by step guide for the Amazon Career Choice Program

Hints and tips to help you be successful and take the first steps toward launching your career!

Call or email International Scholarship and Tuition Services (ISTS) at 866-795-4891 or AmazonCareerChoice-USA@applyISTS.com



APPLYING TO THE AMAZON CAREER CHOICE PROGRAM

First time Career Choice Participants

I must first create my account with International Scholarship and Tuition Services (ISTS)

- Go to <http://programs.applyists.com/careerchoice> to find out more about Career Choice and to apply

Now that I have a new account, or if I already have an account

Verify my Career Choice eligibility

- Provide my last name, my Amazon login, and my site location (example SDF1)

There are two steps to the application process

1. Submit my major/field of study and educational institution for approval
2. Apply for my individual courses

Each of these two steps will be reviewed on the Tuesday or Thursday following my application completion. I should give myself plenty of time to apply for the Career Choice tuition benefit and can apply up to 90 days before my courses begin. I should do this at least 3 – 4 weeks before my class starts (at the minimum), to allow time for the prepayment process.

What information will I need to apply to Career Choice?

- Name of the school I will be attending
- Name of my program of study
- Course name(s) and number(s) for the upcoming term
- Course start and end dates
- Estimated costs for my course(s)

Once I have all this gathered together –

- Discuss any work schedule accommodations I may need with HR or Workflow

- Go to the ISTS website and apply online by clicking the “Request Course Approval and Payment Options” link on my ISTS home page. I can do this up to 90 days before the course start date, and **I must do this before my course begins.**



PAYING TUITION

Do I want my tuition prepaid, or would I rather be reimbursed and pay the tuition myself?

- If I select prepayment, ISTS will provide me with a Tuition Voucher (TV) form via email. This will also be available online in my course approval application in my ISTS account.
 - I will need to print, sign and send, or bring the TV to my school
 - My school will send an invoice and the completed TV form back to ISTS for eligible expenses
 - ISTS will then provide payment to my school (95% of eligible tuition and fees up to my yearly maximum)
 - I am still responsible for paying 5% of tuition and fees
- If I select reimbursement, I will need to pay the full amount of my tuition and fees myself at the time of registration.
 - I will need to upload an itemized tuition fee statement from my school with proof of payment showing the balance has been paid in full to my Reimbursement Form with ISTS

REIMBURSEMENT - Tuition, Fees, and Books

All courses must have been submitted online using the “Request Course Approval and Payment Options” link on my ISTS home page prior to course start date for review and pre-approval in order to be reimbursed for tuition, fees and/or books.

I can submit for reimbursement as early as the first day my class begins and up to 60 days after completing the course. The following documents are required to complete my application(s) for reimbursement:

For textbook reimbursement:

- Book Receipts (Must include seller's name)
- Course Syllabus (Must list required books for courses)

For tuition and fees reimbursement:

- Itemized Tuition Bill (Tuition bill must contain my name, my school's name, the academic term, and have tuition and fees itemized for each course)
- Tuition Receipt

Upon receipt of the completed documents named above, ISTS will send a check to my mailing address. I will need to allow up to six weeks for this request to be processed.