

career choice



Amazon Career Choice Programme FAQs for Associates

Effective 24 April 2017

1) What is the Amazon Career Choice Programme?

The Amazon Career Choice Programme ("Programme") is an innovative tuition assistance programme for Level 1 – 3 Associates of Amazon ("Amazon"). The Programme is designed to provide you with financial assistance as you plan your future career path, whether you choose to continue with Amazon, or pursue your next opportunity in another industry. The Programme provides you with a financial resource to build the job skills you need for today's most in-demand careers in fields such as a Radiation Therapist, Freight Broker, IT Support Technician, or Accountancy, to name a few.

2) Who is eligible for the Programme?

The Programme is available to all Level 1 – 3 Associates who have been employed by Amazon for at least one continuous year.

3) How do I apply?

Create an account with International Scholarship and Tuition Services (ISTS) at <https://aim.applyists.net/CareerChoice> to get started. You can also call or email them at 1800 812173 or AmazonCareerChoice-IRL@applyISTS.com.

4) What makes the Amazon Career Choice Programme unique compared to other tuition assistance programmes at other employers?

Tuition assistance plans with other employers typically reimburse employees for completed coursework that is related specifically to their current or future job at their company. The Amazon Career Choice Programme is unique in providing tuition assistance for College Certificates and Diplomas in fields that are not related to Amazon jobs. These programmes often take 4 years or less to complete, reducing the time investment you have to make to reach your next career goal. In addition, the Career Choice Programme will prepay 95% of tuition and fees and reimburse 95% of course books up to the yearly maximum of €3,000.

5) What fields of study are eligible under the Career Choice Programme?

Some of the technical and vocational certificates and diplomas in eligible fields of study include: Healthcare, Construction Trades, Information Technology & Computer or Mechanical & Electrical Trades to name a few.

As not all fields of study are eligible for the Programme, it is important that you submit your application as far in advance of the start of the course as possible (preferably 6 – 9 months in advance) to ensure Programme eligibility and course accreditation. You must submit an application for each course you take even if you have received prior approval for your Programme of study.

6) Am I able to use the Programme to fund my degree or post-graduate study?

No. The Amazon Career Choice Programme only supports up to Level 6 on the National Qualifications Awards (FETAC / HETAC) framework

7) How will the cost of tuition, fees, and books be paid?

The Amazon Career Choice Programme will pre-pay 95% of tuition and associated fees directly to your course provider (you are responsible for paying 5% of tuition and fees). Alternatively, you can be reimbursed 95% of tuition and associated fees if you pay for the course yourself. In addition, you can submit for reimbursement for required text books as early as the first day your course begins or up to 60 days after the course ends. As long as you continue to pass your courses (including each individual class or module), the Programme will continue to prepay or reimburse you up to the Programme maximum.

8) What are the maximum benefits under the Programme?

Amazon will prepay, or reimburse, up to 95% of the tuition, associated fees, and text books up to a maximum of €3,000 per rolling 12 month period or €12,000 total over four consecutive years, which begins as of the start date for your first course.

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9) My classes conflict with my shift schedule. Will Amazon adjust my work schedule so that I can attend classes?

Amazon recognizes employees participating in this Programme will have fixed class schedules which may need to be accommodated within work schedules. We also recognise that some skills and roles may need to work at particular times of day to support our customers. In some cases it may not be possible to adjust work schedules to accommodate class schedules. You should discuss scheduling needs with your Manager and Workflow prior to enrolling in any course so that scheduling issues can be identified and, where possible, addressed at an early stage and to avoid any disappointment at a later time.

10) Is employer-paid tuition considered taxable income?

Yes, the employer-paid tuition under the Programme is a benefit-in-kind and is therefore taxable. This is on the basis that the Programme of study is not "relevant" to the business of Amazon, as defined in Irish Revenue guidance. Amazon will pay the benefit-in-kind contributions so that the Eligible Employee will not have to pay this additional tax. This will show on the Eligible Employee's pay slip for reporting purposes, and they will get the same amount of net pay as they would have done normally.

11) Will transportation, meals, and lodging be reimbursed?

No. Expenses that are not eligible expenses include, but are not limited to, late registration fees, the cost of books that are not required for the course, the cost of any other supplies or equipment, admission tests, activity fees, meals, lodging, parking and transportation expenses.

12) If I leave Amazon during a course, will I be required to repay the tuition or associated fees paid by Amazon?

No, you will not be required to repay the tuition or associated fees.

13) If I don't pass or complete a course, will I be required to repay the tuition paid by Amazon?

No, you will not be required to repay Amazon, but you will not be eligible for further tuition assistance under the Programme until:

- a. you retake and successfully pass the course at your own expense and provide the necessary proof to Amazon, or
- b. the funds already paid for the course that you have failed or not completed are repaid either by you or the course provider.

14) Associates beyond Level 3 are not eligible for the Career Choice Programme. What happens if I am promoted to Level 4 or above?

If you are enrolled in the Programme at the time of your promotion, Amazon will continue to provide assistance for tuition, course books and fees for courses in which you are already enrolled in the usual way. You will not be eligible for further payments or reimbursements towards tuition or required text books following your promotion to Level 4 or above.

15) Is online course work eligible for the Programme?

Yes, if the course is accredited and in an approved field of study (see question 5).

16) What if I am already enrolled in a vocational or technical training course?

You will not be reimbursed for courses you enrolled in prior to becoming eligible for Career Choice. You can however submit for future courses to be approved.

17) How long can I participate in the Programme?

Amazon Employees will be eligible to participate in the Programme for up to four consecutive years from the start date of their first course.