



Tuition Assistance Application

You are eligible for tuition assistance if you are a U.S., non-union, regular employee scheduled to work at least 20 hours per week and are actively employed on the first and last official day of class.

The Tuition Assistance Program reimbursement maximum per calendar year is \$5,250.00. Any amount approved and reimbursed over this maximum will be taxable to you. Reimbursements will count against the maximum amount in the year in which they are reimbursed to you. **Use the checklist** below to determine if the course you are interested in is eligible for reimbursement under the Tuition Assistance Program. If the course you plan to take meets the criteria below, you must complete the Pre-Approval application and submit to Crosby prior to the course start date. **Once you have completed your course, refer to the checklist on page 3 for instructions** that will help you complete the process to file for reimbursement of your eligible tuition expenses.

Employee Eligibility		
Are you a U.S., non-union, regular, active employee scheduled to work at least 20 hours per week on the date the course begins?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Course Eligibility – A course must meet all of the following criteria:		
Is the course offered at an accredited college or university?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the course scheduled during your off-work hours?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the course a graded course whose successful completion with a grade of C or better or Pass/Fail is documented on your transcript?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Does the course offer college credits?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Job Relatedness – A course must meet one of the following criteria:		
Is the course directly related to your job or to another reasonably attainable position within Catalent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Is the course required by a degree program that is directly related to your job or required by a degree program that is directly related to another reasonably attainable position with Catalent?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you had discussions with your manager about the courses/program and have they indicated they are supportive of your continuing education?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Questions: Contact Crosby Benefit Systems Customer Service at 800-462-2235 or by email at servicecenter@crosbybenefits.com



**Catalent Pharma Solutions, Inc. Tuition Assistance Plan
Application For Pre-Approval**

To be eligible for reimbursement for the course, exam or certificate program shown below, you must submit the completed Application for Pre-Approval to Crosby Benefit Systems prior to the course start date. Date of submission is the date shown on the postmark, email, or fax.

Please provide all information requested below, including signatures. Please print clearly.

First Name		MI	Last Name		Employee ID#
Full Time or Part time	Regularly Scheduled Hours Per Week		Phone Number		Date of Hire
Supervisor's Name		Pay Group	Email address:		
Degree/Certificate Pursuing /Area of Study			School/University Name		
<input type="checkbox"/> Graduate Degree	<input type="checkbox"/> Undergraduate Degree	<input type="checkbox"/> Certificate Program	<input type="checkbox"/> Certification Exam		

Course/Exam Start Date	Course/Exam End Date	Course/Exam Name	# of Credits	Cost Per Credit	Total Tuition Cost	Books (show cost of each book)	Required Fees (list each fee)	Total Cost
				\$	\$	\$	\$	\$
						\$	\$	\$
						\$	\$	\$
Total Amount Requested							\$	\$
								\$

I understand the Tuition Assistance Program conditions and requirements. I understand that (a) only tuition, required textbooks and course related fees are eligible; and (b) I must submit proof of tuition payment or deferral document approved by the school and successful completion within 60 days of the course end date along with a completed Application for Reimbursement. I further understand that should I voluntarily terminate my employment with Catalent within 2 years from the date I receive reimbursement, I will be responsible to reimburse Catalent Pharma Solutions, Inc. in full for the amount of benefits paid to me. I understand I will not be entitled to reimbursement of any approved courses pending as of my termination date.

Your Signature

Date

As the applicant's manager, I certify that the applicant is in good standing with Catalent Pharma Solutions, Inc. and actively employed today. I have reviewed the employee's statement regarding the course as it relates to present work or future career opportunities at Catalent and I believe it is accurate.

Manager Signature

Date

Submit completed, signed Application prior to the course start date to Crosby Benefit Systems at:

Email: servicecenter@crosbybenefits.com

Mail: Crosby Benefit Systems, 27 Christina Street, Newton, MA 02461

Phone: (800) 462-2235 Monday – Thursday, 8:00 am – 6:00 pm; Friday 8:00 am – 5:00 pm Eastern; **Fax:** (617)928-0001



Checklist for submitting expenses reimbursement

Use this Checklist to help you complete the process to file for reimbursement of your eligible tuition expenses.

Reimbursement Eligibility – To submit tuition expenses for reimbursement, you must meet (answer yes to) the following criteria:		
Were you actively employed on the first and last official day of class?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you submitting expenses within 60 days of the last official day of classes for the semester?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Did you complete the course with a grade of C or higher?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you paid your tuition expenses in full or do you have an approved tuition deferral form from the school?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If you answered yes to all of the questions above, please submit the following documentation to Crosby with a copy of your approved Explanation of Benefits no later than 60 days after course completion date:

Transcript, including the following information: <ul style="list-style-type: none"><input type="checkbox"/> School name<input type="checkbox"/> Semester/course dates<input type="checkbox"/> Student name<input type="checkbox"/> Course title<input type="checkbox"/> Course grade
Proof of tuition payment, including the following information: <ul style="list-style-type: none"><input type="checkbox"/> Itemization of fees (registration, tuition, technology, etc.)<input type="checkbox"/> School name<input type="checkbox"/> Student name<input type="checkbox"/> Dates of transactions<input type="checkbox"/> Description of transactions<input type="checkbox"/> Amount of charges & credits<input type="checkbox"/> Method of payment (credit card, loans, cash, check, etc.)<input type="checkbox"/> Final balance of \$0.00 OR <ul style="list-style-type: none"><input type="checkbox"/> Deferral agreement that has been approved by the school for this course.
Note: Crosby Benefit Systems, the program administrator, does not accept credit card statements, bank statements or copies of checks as proof of payment.
Book Reimbursement, including the receipt with the following information (if the book was ordered online, include the payment slip): <ul style="list-style-type: none"><input type="checkbox"/> Textbook title<input type="checkbox"/> Price of book (taxes and shipping/handling costs are not eligible expenses)<input type="checkbox"/> Course syllabus (the syllabus must list the required textbook)
Course-Related Fees: <p>Directly related course fees (e.g. lab fees and registration fees) are eligible for reimbursement. Administrative fees not directly related to the course, such as parking fees, activity fees, etc. are not eligible for reimbursement</p>

Please make sure that all documentation meets the above criteria. Incomplete documentation will not be accepted and will delay receipt of program benefits.

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