

EARN & LEARN REFERENCE GUIDE



The Earn & Learn Program is a company sponsored educational reimbursement program for **part-time employees** working at Worldport to receive educational assistance to approved post-secondary institutions.



How do I get started?

CREATE AN EDCOR ACCOUNT

- Visit <https://ups.tap.edcor.com>
- User ID is your 7-digit employee ID number (GEMS #)
- Password for your first log in is your date of birth (mmddyy)
- Example: If your DOB is Nov 8, 1994, your password is 110894

SUBMIT AN APPLICATION

- To submit an application, visit <https://ups.tap.edcor.com> and log in to your Edcor account
- Applications must be submitted within **30 days** after the course start date (Edcor can reject your application if you submit later than the allotted time allowed)
- When you submit an application you will need the following:
 - Major field of study
 - School name & address
 - Course name & course number
 - Degree type
 - Cost of tuition & fees
 - Start & end dates of course term

SUBMIT REIMBURSEMENT DOCUMENTATION

- To submit reimbursement documentation, visit <https://ups.tap.edcor.com> and log in to your Edcor account
 - Click on the 16-digit tracking number of the reimbursable term
- Reimbursement documentation must be submitted within **60 days** of the end of the course term (Edcor can deny your reimbursement documentation if you wait longer than the time allotted)
- When you submit for reimbursement, you will need the following:
 - Copy of your grades
 - Proof of payment or deferment
 - Itemized tuition bill



Edcor sends communication via email, so remember to check your email frequently throughout the term!

Who is eligible?

All part-time non-management and part-time management employees assigned to Worldport (KYGRA)

What do I get?

Part-time non-management and part-time management employees assigned to Worldport may receive assistance up to \$5,250 per year for tuition, books, and fees (\$25,000 lifetime maximum) for those seeking an undergraduate degree. If other funding such as scholarships, grants, or government assistance is provided to you, it must be used first. UPS will reimburse expenses not covered by these sources up to the maximum annual allowed amount.

How do I contact Edcor?

Edcor Customer Service representatives are available to take questions and provide assistance via Chat Service on your Edcor account or by phone. If you are experiencing difficulty logging in or your account is locked, contact Edcor

Monday-Friday 8AM-5PM EST

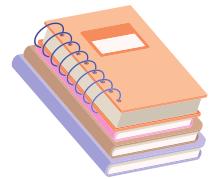
Phone: 1-800-850-5181

Fax: 1-248-283-8723

Want more info?

- Log on to [UPSers.com](https://upsers.com)
- Click on myHR
- Type "Education Assistance" in the search bar and choose the suggested article that best describes your position

HELPFUL HIGHLIGHTS



DON'T FORGET!

Tuition reimbursement is a two-step process

1

Applications must be filed no earlier than **120 days** prior to the start of the term or no later than **30 days** after the start of the term.

2

All reimbursement documentation must be received and approved within **60 days** after the end of the term. Grades and proof of payment must include employee name and school name.

How do I search for eligible schools?

- Log on to Edcor or create an account at <https://ups.tap.edcor.com>
- Click "Program Information"
- Click "Search for Eligible Schools"
- Choose state from the drop-down box in the state field
- Type at least three letters of the name of the school you plan to attend in the school name field
- If your school has a green check mark, your school is eligible
- If your school has a red X, your school is ineligible

How do I check on the status of my reimbursement check?

Send an email to supplyline@ups.com with the following:

- Employee name
- Employee ID number (GEMS #)
- Mailing address
- Edcor application 16-digit tracking number
- Screenshot of Edcor paid approval from application

FYI

- Employees must be on payroll at the time of reimbursement. Employees will not receive reimbursement payment after separation from the company for any reason. If an employee separates before they physically receive their check, they will forfeit reimbursement.
- Employees will be reimbursed for the eligible education costs paid by the employee. Education costs paid by other sources such as scholarships, grants, etc. where the cost is not paid by the employee are not eligible for reimbursement.
- Employees hired after term start date may file mid-course applications to qualify for a prorated reimbursement of their first semester. Approved prorated reimbursements will be paid based on the number of active days in the term.
- If your school offers a deferment program you may enroll and pay the fee if applicable. Save a copy of the deferment agreement to be submitted with reimbursement documentation.
- Associate and Undergraduate degrees are covered.
- GEDs and CDL programs are eligible for reimbursement when taken at accredited academic institutions.
- Graduate, Law degrees, PhDs, general certificate programs, non-credit individual courses, and professional development programs are not covered.

Employees are required to earn a minimum grade of B- or better in all coursework

Grades of W (withdraw), F (fail), and I (incomplete) are not eligible for reimbursement

If your reimbursement documentation is approved, a check will be mailed to the address UPS has on file for you

Book reimbursement is \$50 per course and is inclusive of the overall program cap

Questions?

Contact Edcor: 1-800-850-5181

Email Sara Heun: saraheun@ups.com