

## **SYNOPSYS TUITION REIMBURSEMENT PROGRAM**

**Target Audience:** U.S. Synopsys employees working at least 20 hours per week.

See below for the following information:

- Eligibility
  - Reimbursement
  - Process
  - Eligible Expenses Guide
  - Contact Information
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### **ELIGIBILITY**

#### **Employee Eligibility**

In order to qualify for the Tuition Reimbursement program the employee must have:

- Active employee status and working at least 20 hours per week.
  - Employees on a leave of absence are not eligible for tuition reimbursement.
  - Interns are not eligible for tuition reimbursement.
- No current performance issues (to be verified by the manager prior to approval)

#### **Class/Institution/Program Eligibility**

Only courses taken at an accredited college, university, technical school, or other institution recognized by the American Council on Education and listed in “Accredited Institutions of Post-secondary Education” are considered for reimbursement. Courses must meet the following conditions:

- Begin and end while employee is employed with Synopsys.
- Be deemed mutually beneficial for the employee and Synopsys, based on the relevance of the curriculum to the employee’s current and potential future positions at Synopsys.
- Must give academic grades. Equivalent grades for Ph.D. courses such as Pass, Satisfactory, and Continuing are acceptable if the institution reports grades in that manner.
- Must be taken on a semester, quarter, or academic term timeline. Expenses for courses running less than one semester, quarter or other academic term will not be eligible for reimbursement.

- Not interfere with normal work responsibilities.

**Please Note:** Audit courses and certification programs are not reimbursable under the Tuition Reimbursement Program. Consult with your manager to determine if your audit or certification course can be expensed at the department level.

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## REIMBURSEMENT

- Tuition Reimbursement will be paid up to a maximum of \$5,250 per calendar year.
  - Calendar year maximums are calculated based on the year in which the course(s) are completed, even if the reimbursement from Synopsys occurs in the following year.
  - If courses are split over two calendar years, accounting of the reimbursement will be attributed to the year in which the course is completed.
- Tuition reimbursement guidelines are as follows:
  - Under 20 hours/week or on Leave of Absence – no benefit
  - 20 to 29 hours/week – up to \$2,500 per calendar year
  - 30 to 40 hours/week – up to \$5,250 per calendar year
- If an employee voluntarily terminates his or her employment for any reason within the 12 months of receiving a Tuition Reimbursement payment, the employee must repay a pro-rated portion of the reimbursed tuition expenses (pro-ration is calculated on a monthly basis).

Note: There are no exceptions to the \$5,250 limit. Any educational expenses incurred over the \$5,250 limit maximum per calendar year will not be reimbursable through the Tuition Reimbursement Program.

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## PROCESS

Employees are responsible for paying tuition fees (cost of class), lab fees, and required textbooks up front. Please follow the below steps to ensure you receive your reimbursement in a timely manner.

**Step One** – Before the Course Starts (at least 30 days before)

- Ensure that you and the course are eligible for reimbursement.
- Complete the **Tuition Reimbursement Application** form and obtain your manager's approval (second level manager approval for first time applicants).
- Complete and sign **Repayment Agreement** form.
- Mail or Fax completed forms to ADP, the Synopsys Tuition Reimbursement Administrator (see contact information below for details)

**Please note:** The employee is responsible for applying to the Tuition Reimbursement Program in a timely manner. In order to be reimbursed, the employee must submit the manager-approved tuition reimbursement application and repayment agreement to ADP no later than 30 days prior to the course start date.

### **Step Two – After the Class Ends**

- Once the course has been completed and the employee has received a satisfactory grade report, complete the **Tuition Reimbursement Claim** form.
- Mail or fax the Claim form along with receipts and grade reports to ADP **within 60 days of the course completion date**. All documents must be submitted in order to be reimbursed.

Fax: 1-866-643-2219

Mail: ADP Tuition Reimbursement Administration  
PO Box 34700  
Louisville, KY 40232

- You will receive a check for you reimbursement expenses.

Satisfactory grades are as follows:

- Associates and Bachelor's level approved course(s) require an "A", "B" or "C" grade.
- Graduate level approved course(s) require an "A" or "B" grade.
- If Ph.D. course is only offered on a "Pass/Fail" basis, a "pass" grade is required.

You can access the status of your claim online at <https://mybenefits.adp.com/public/login/> and click "ADP FSA Link" under the "My Information" section.

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## **ELIGIBLE EXPENSE GUIDE**

Out-of-pocket expenses that are eligible for reimbursement include:

- Cost of class
- Required course books

- Required software
- Lab fees
- Material fees

Out-of-pocket expenses not eligible for reimbursement include:

- Admission test fees (such as GMAT, LSAT, etc.)
- School Application fees
- Insurance fees
- Parking fees
- Review or Preparatory classes (such as Kaplan or Princeton Review)
- Related exam fees for tests such as the BMAT, SAT, CAP or Bar exam
- Tutoring
- Student activity fees
- Transportation
- Lodging
- Course supplies (such as art supplies)
- Equipment (such as computer hardware)
- Library fees

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## CONTACT INFORMATION

### **ADP, Tuition Customer Service**

Phone: 1-800-678-6684

Fax: 1-866-643-2219

Mailing address:

ADP Tuition Reimbursement Administration

P.O. Box 34700

Louisville, KY

### **Synopsys Site Coordinator**

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