



Tuition Assistance

Tuition assistance is available to employees who work at least 21 hours per week and are employed for the duration of the course.

Eligible employees may receive up to \$20,000 in tuition assistance and book costs during a calendar year, payable after the course is completed and proof of the employee's final grade is provided to RMR (see below for grade requirements). Tuition assistance will be considered a loan, and you must sign a promissory note. Loan terms are as follows:

- The first \$5,000 of the loan will be forgiven if your employment continues for 2 years after the course is completed.
- Amounts in excess of \$5,000 up to \$15,000 will be considered a 4 year loan,
- Amounts over \$15,000 will be considered a 5 year loan.

Certain tax limits may apply. Tuition assistance requests must be approved by your Supervisor, Department Head/Regional Vice President, our Senior Benefits & Compliance Manager and Senior Director of Benefits & Compensation. Employees should seek approval for tuition assistance prior to enrollment to ensure they qualify.

Tuition assistance amounts are on a calendar year basis and do not accumulate from year to year. The applicable calendar year is the year in which the course begins.

To qualify for tuition assistance, an eligible employee must select a course that meets all the following criteria:

1. Is offered at an accredited school, college, university or at a city or town adult education program.
2. Is scheduled during off-duty hours.

In addition, the course must be either a required course in a Business degree program (not an elective), or directly job related, which means a course that:

1. Maintains or improves skills relevant to the employee's current job.
2. Meets express requirements imposed by RMR under applicable law as a condition of continuing employment.
3. Is beneficial to the employee and/or the performance of the employee's job responsibilities in the judgment of our Human Resources Department, based upon recommendations by the employee's Supervisor.

Course(s) must be completed with a passing grade to be eligible for reimbursement.

Following course completion, employees are required to submit the following to the Benefits and Compliance Manager and the Senior Director of Benefits and Compensation:

1. Copy of transcript of grades or certificates of completion.
2. Proof of payment of tuition and receipts for text book(s) for which reimbursement is being sought.

Payments will be made directly to employees and will be excludable from the employee's gross income to the fullest extent allowed by applicable law. Tuition assistance in excess of \$5,250 will be treated as taxable income.