Kimberly-Clark

Fidelity INVESTMENTS

Education Assistance Reimbursement Request

You're eligible to receive Education Assistance if you're classified as a regular U.S. employee working a minimum of 20 hours per week and are not classified as temporary, intermittent, intern, or co-op and you have incurred and paid for eligible education expenses. Reimbursement will not exceed $5,250 per calendar year.

In order to submit the reimbursement form, ensure the following:

- Submit this form with your Team Leader's signature, within 90 days of course completion,
- Provide proof of course expenses and payment (i.e., invoice showing course breakdown and payment method along with a copy of cashed check or bank/credit card statement),
- Provide proof of completion with your name listed on the documentation of a grade C or higher, certification received, or "Pass" for a Pass/Fail course, and
- Upload the form to NetBenefits or fax it to 855-810-8223.

Note: If your claim is denied, you must resubmit the form with all required documentation within the original 90 days after course completion. The 90-day deadline will not be extended.

Information about you:

Employee First Name (Print) _____

Employee Last Name (Print) _____

Employee ID (e.g., U10555, B21333) _____

Information about your Educational Institution:

Educational Institution Name _____

Employee Student ID _____

Educational Institution Address _____

City _____

State _____

Zip _____

Educational Institution Contact Name _____

Educational Institution Contact Phone Number _____

Provide a breakdown for each eligible expense in the fields below. If you have more eligible expenses than allowed in the space provided below, attach the additional information to this form. Reimbursement of eligible expenses will not exceed $5,250 per calendar year.

Course Start Date	Course End Date	Description of Expense	Amount
		Total (not to exceed $5,250 per calendar year)	**$**

Upon receipt of your reimbursement request, Fidelity generally will review and provide a response within 7-10 business days. Forms that are incomplete or missing required documentation will be denied. Approved claims will be paid by Fidelity as soon as administratively possible.

I certify that the information provided on this form is correct and complete. I certify that the expenses for reimbursement requested for education assistance have been incurred by me and are for my K-C career development. In the event I received reimbursement for an ineligible expense, I hereby agree to reimburse K-C for these amounts, and consent to have the repayment taken from other wage payments I receive from K-C. I understand all submissions for reimbursement are subject to audit and K-C's Code of Conduct. I understand any fraudulent expense I submit to seek reimbursement under the Education Policy may result in disciplinary action up to and including termination of employment.

Employee Signature _____ **Date** _____

Team Leader Name (Print) _____ **Team Leader Email** _____

Team Leader Signature _____ **Date** _____

K-C Education Assistance

You're eligible to receive education assistance if you're classified as a regular employee working a minimum of 20 hours per week and are not classified as a temporary, intermittent, intern, or co-op and you have eligible education expenses incurred and paid for by you, and the course or program is for your K-C career development. Reimbursement of eligible expenses will not exceed $5,250 per calendar year.

More details and applicable rules of this benefit are set forth in the Education Assistance Policy found on *Netbenefits > Flexible Spending and Reimbursement Accounts link > Forms & Information*.

Criteria for Eligibility

- You're a regular U.S. only employee working a minimum of 20 hours per week and are not classified as temporary, intermittent, intern, or co-op.
- Course or program is taken by you
- Course or program begin date is on or after your hire date
- Course or program is offered by an accredited institution, except in the case of software, certification, and pass/fail courses or programs

Eligible Expenses

- Tuition and other similar fees
- Assigned or recommended textbooks (e.g., workbooks, guides, etc.) or course-related software
- Registration and Administration fees
- Lab fees
- Expenses related to the cost of a certification program (i.e., CEBs, SHRM, trade/vocational, etc.) related to your K-C career development
- Expenses related to the cost of a pass/fail course (e.g., software, leadership, etc.) related to your K-C career development
- Professional exam review classes or examination fees

Ineligible Expenses

- Materials for classes (i.e., paper, pens/pencils, binders, notebooks, periodicals, newspapers, and standard reference materials such as dictionaries, encyclopedias, atlases, and reference tables)
- On- or off-campus room and board
- Supplies and equipment (including personal computers and calculators)
- Meals, transportation costs, and parking fees
- Conferences, even if a certificate is issued
- Late fees and finance charges
- Courses in sports and recreation, hobbies, games, physical development, health, religion, travel, and mental and spiritual renewal, unless a required part of an approved degree program
- Courses which focus on self-understanding or awareness of feelings and stress management courses which focus on biofeedback, self-hypnosis, or relaxation techniques, unless a required part of an approved degree program
- Expenses which are reimbursable from another source, such as scholarships, grants, government programs or other employer reimbursements for the same expense
- Any other expenses not referenced above under "Eligible Expenses"

Exclusions

- An individual not classified as defined above
- Expenses incurred prior to the eligibility date of the employee
- Expenses for a dependent
- Expenses that are not related to your K-C career development
- Expenses above the Internal Revenue Service annual limit of $5,250 per calendar year