



Educational Reimbursement Application Phillips 66 Severance Pay Plan

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The Educational Reimbursement program reimburses you for courses or a degree program that can reasonably be expected to lead to re-employment.

If the course(s) you are planning to take does not meet the qualifications outlined in this application, reimbursement will NOT be available through the Educational Reimbursement program.

Application Instructions:

1. *This application **must** be approved within 90 days of your termination date.*
2. **Prior to enrollment**, refer to the directions on the second page of this form to verify that the studies you wish to pursue are eligible for reimbursement under the Plan. Consult your Human Resources representative if you have questions.
3. Take the courses and submit this form to the following address for approval:
HR Connections
P.O. Box 2400
Bartlesville, OK 74003-6670
4. You have one year from your termination date to complete the course(s).

1. Personal Information

Name - First, Middle Initial, Last	Social Security Number	Day Telephone ()
Mailing Address	Employee Number	Severance Date
City, State, ZIP Code	Date Class(es) Begin	

2. Course Information

Educational Institution			
Course/Book	Cost	Course/Book	Cost
Course/Book	Cost	Course/Book	Cost
Course/Book	Cost	Course/Book	Cost
		Total Cost of Course(s):	\$

Covered costs: The Plan pays for tuition and enrollment fees not paid by other sources (G.I. Bill, scholarship, etc.). Other fees include books, student activity, building use, part-time student, student ID, lab, transcript and student parking.

Non-Covered costs: The Plan does not cover the cost of materials needed for the course(s), late enrollment, testing, transfer fees, lab equipment breakage, transportation expenses and living expenses.

3. Applicant's Signature

I agree that I will not deduct on my income tax return any portion of the expense that is reimbursed by the Company.	
Signature X	Date

4. For Human Resources Only

Cost Center	Amount \$
Human Resources Approval	Date

Guidelines for Educational Reimbursement under the Phillips Severance Pay Plan

The following guidelines apply for educational reimbursement under the Phillips 66 Severance Pay Plan (P66SPP) . This program applies to employees who are laid off under the P66SPP.

A. Reimbursement will be limited to:

Tuition, required fees, and books for schooling subsequent to layoff, subject to a maximum payment of \$2,000. Educational costs which are reimbursed (or paid directly to a school) by a federal, state, or governmental agency, or by any private source, will **not** be reimbursed by the Phillips 66 Severance Pay Plan.

B. To qualify for payment, you must:

1. Submit a written plan of course study **within 90 days** of your actual layoff date, listing the proposed course of study.
2. You may mail (to address below) or fax this form for approval to (918) 977-8003 .
3. Attend an accredited college, university, trade school or be a part of a certified/licensed instructional program.
4. All courses must be completed and requests for reimbursement submitted **no later than** the first anniversary date of layoff.

C. To receive payment, you must:

1. Submit requests for reimbursement within one year of the date of layoff.
2. Provide the following:
 - a. Your name, **Social Security Number**, complete mailing address and phone number.
 - b. **The ORIGINAL of your paid tuition statement/receipt.**
 - c. Receipts for required books, **listing titles** next to cost.

Payment will be made directly to you. All the above information should be mailed to:

HR Connections
P.O. Box 2400
Bartlesville, OK 74003-6670

Any questions should be directed to HR Connections at 855-480-6634 or 918-977-7905.