
Owner:	Vice President, Employee Experience and HR Compliance
HR Topic:	Hudson Tuition Assistance Program (TAP) Program
Mission:	<p>As the leading travel retailer in North America, Hudson recognizes that successfully serving travelers would be impossible without the dedication and commitment of our employees. We understand that in order to be a world-class travel retailer delivering a world-class customer experience, we must invest in the continuous development and lifelong learning of our team members as we know empowering them is the key to our success.</p> <p>Just as we aspire together to meet our customer's needs during their journey, this benefit program is designed to meet the needs of all our team members, wherever they are at in their education journey by encouraging personal growth and development opportunities.</p>
Objective:	Through this program, we aspire to enhance our team members ability to deliver a world-class experience to our customers while preparing employees for the future of work. TAP provides a mix of no cost education programs and tuition reimbursement of up to \$5,250 per year.
Eligibility:	<p>Full-time and part-time active team members of Hudson in the United States and Canada who have been continuously employed by Hudson for at least 90-days at the start of their selected course or program are eligible to participate in the Program.</p> <p>Team members must submit all participation inquiries through the TAP portal https://go.pearsonaccelerated.com/hudson/ for eligibility to be determined. Team members on leave of absence (LOA) must return to active duty to participate in the Program.</p>
Scope:	This policy outlines how Hudson will reimburse team members for tuition, fees and books up to \$5,250 per year (USD or CAD depending on country of residency) for the following educational courses, programs and activities in the United States and Canada: Individual courses; accredited undergraduate, graduate degree programs, or other post-secondary institutions (Associate, Bachelor's, Master's); certificates; certifications; professional licenses; boot camps; diploma programs; and entrance exams fees.

The Program also covers all costs, including tuition, fees and materials, for team members who are eligible, accepted and enrolled in the following programs through Pearson:

- Foundational Education Program
- GED Program
- Online Associate Degree

Course requirements must be completed on a team members own time during non-working hours. Team members must furnish their own computer equipment and internet access to participate in online programs.

No Cost Education Benefits Pathways

The TAP program covers all costs, including tuition, fees, and materials for team members who are eligible, accepted, and enrolled in the following programs through Pearson:

Foundational Education Program:

ESL, Skill Builder and Work Ready English Language Learner programs, including access via app on a team member's personal device, technical support and personal coaching. Team members are required to furnish their own mobile phone, table or computer for this program.

GED Program:

Pathway to a high school diploma equivalency through Pearson GEDWorks™ online GED® test preparation program, including online student account access, online study materials, unlimited test prep and testing, and personal coaching. Team members are required to furnish their own tablet or computer and must have reliable access to the internet and a laptop or computer camera for this program. Team members are subject to tuition reimbursement guidelines if they choose an alternative route for high school equivalency.

Cost-Free TAP Into Your Career:

Hudson has partnered with Pearson to curate a group of courses that align with the Hudson Career Road Map and skills needed for career progression within Hudson. These courses will be available to team members who express interest in furthering their career with Hudson. These courses are voluntary. They are not a requirement nor a guarantee

of promotion within the company. Costs associated with this program will count towards the \$5250 tuition benefit provided annually.

Additional Guidelines for TAP Into Your Career:

- **Work Ready Program** - The Cell-Ed platform guides learners through a range of valuable skills in the workplace. Students will learn how to apply for a job, communicate on the job, understand cultural diversity, and budgeting.
- **Pearson Global Digital Classroom** - Students can sharpen their business and management skills through Pearson's self-paced, online 8-week courses.
 - **Principles of Management** - The Principles of Management course introduces students to management philosophies in today's changing world. It includes globalization, ethics, diversity, customer service, and innovation from a managerial perspective.
 - **Introduction to Business** - This course provides students with an overview of business in an increasingly global society serving as an introduction to business terminology, concepts, environments, systems, strategies, and current issues.

Cost-Free Associate Degree Program:

Includes, any online Associate Degree or Certificate program through Pearson's designated US community college partner, including all courses, tuition, fees, online required books, and enrollment and advising support services.

Additional Guidelines for Associate Degree Program:

- Team members are required go through a formal application process with the college through Pearson and must not apply at the college directly.
- Team members must furnish prior high school and college transcripts.
- Team members are required to complete the FAFSA application each year of enrollment and achieve a 2.0 grade point average or better in order to continue being eligible for this benefit.

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- It is advised team members limit their enrollment to two (2) courses or up to 8 credits within an 8-week period or term, or 16 credits within a 16-week period or semester, to avoid any loss of work performance.
 - It is advised team members do not accept any available student loans which need to be repaid while participating under this Program.
 - School partner network may be subject to change from time to time and will be available on the program website.
 - Employment status will be verified at the start of each course or term.

College advising sessions:

Team members considering post-secondary or undergraduate education, those enrolled in college who have completed 60 credits or less, or those enrolled in their first or second year of college, will be required to participate in an advising session. The goal of this program to provide affordable, cost effective degree options to employees before deciding to further their education or risk acquiring debt by taking out loans for school.

Tuition Reimbursement Program:

Hudson will provide 100% reimbursement for tuition, applicable fees and books up to a maximum of 5,250 per year for team members attending undergraduate or graduate courses/programs or the equivalent and who receive a minimum grade of "C" or "Passing" for such course or program.

Covered expenses will be counted toward the annual cap limit based on the course end date.

Covered applicable fees under this Program include:

- Registration fees
- Lab, equipment, or test fees
- Prior learning assessment fees
- CLEP (the College-Level Examination Program®) exam fees (after credit given)
- Distance learning fees that apply to the course
- Application fees (for accepted institution)

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- Testing fees
 - Pearson Smarthinking Tutoring
 - Graduation fees For professional license exams (C.P.A., Professional Engineer, etc.) and college/ university entrance exams (GMAT, GRE):
 - Hudson will pay 100% of the cost when the team member successfully passes (or completes, if no pass/fail score is given) all sections of the exam up to a maximum reimbursement per calendar year of \$5,250. The Company will only reimburse for these exams once. The Company will not pay for the license/entrance exam if a team member passes only some sections of the exam.
 - Preparatory courses including e-learning, for license/entrance exams (ex: CPA) will also be reimbursed at 100% of the cost up to a maximum of \$5,250 per calendar year with proof of successful course completion.

Not-Covered applicable fees under this policy include:

- Parking fees or tickets
- Tutoring or private lessons not included in program fees
- Other non-academic fees
- Computers, tablets, mobile devices, internet or internet access, broadband or cellular plans, calculators, binders, notebooks, software, or other miscellaneous items or supplies any team member retains for their own personal use
- Convenience fees, credit card processing or interest fees and late fees assessed for any reason
- Meals, lodging or transportation
- Sports, games or hobbies, or athletic or physical education fees and supplies
- Health, hospital, immunization, and insurance fees
- Transcripts
- Recommended, but not required books

Tuition Reimbursement Procedure:

Applications for tuition reimbursement should be submitted at least two (2) weeks before but not more than sixty (60) days prior to the course start date. Applications will still be accepted up to thirty (30) days after the course start date. Grades and receipts must be submitted within ninety (90) days of course end date or payment will be denied.

In order to determine eligibility for the program, all team members must submit their initial inquiry through the TAP portal page, complete the mandatory fields in the form, and agree to all terms and conditions of the Program. The TAP portal is: <https://go.pearsonaccelerated.com/hudson/> or can be found on [Dufry Connect](#) under Quick Links, and then select the “Learning” tab. Based on the type of program you apply for, you will be routed to the education pathway you signed up for, with specific instructions for how to proceed sent to your email. If seeking Tuition Reimbursement, you must follow the specific process outlined below.

Covered expenses submitted for reimbursement will be counted toward the annual cap for the calendar year according to when the expenses are submitted. Example: A team member enrolls in a course that runs from November 2021 to January 2022. The team member submits their final grade and payment documentation in January. Hudson processes the reimbursement, and the amount due to the employee is applied against the annual cap for 2021.

Tuition Reimbursement Process:

If filing for the tuition reimbursement benefit or an initial program application must be completed on the Hudson Edflo website no later than thirty (30) days after the course start date.

After the application is submitted, it is routed to Program Administrators for approval. You will receive an automatic notification from the system that the application is in the review process.

Once you have completed your initial course of study, you must upload the following information via the Hudson Edflo website in order to receive reimbursement:

- An official statement from the school or institution Learning Management System (LMS), or other student records system, which indicates the academic work was successfully completed with a minimum grade of "C" (or equivalent) or better. Statements must feature logo, login header/footer, URL, and other formal identification that proves material is officially from the institution.

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- A receipt or official statement from the student account at the school or institution, which itemizes the amount of tuition, books and other approved fees. Canceled checks or credit card statements are not acceptable.
 - A learning plan, course outline, or course syllabus listing the required materials or books for the course, if seeking reimbursement for materials or books.

If the team member receives additional financial assistance that does not have to be repaid such as grants, bursaries and scholarships, a statement of these benefits must be submitted and displayed from the student account record that funds were applied towards tuition and fees. The amount of such monetary benefits will be subtracted from the total approved Educational Assistance expenses.

The reimbursement request will be processed and, if approved, will be reimbursed through payroll. The reimbursement will be paid in the same manner that the employee has set up for his/her normal paycheck.

Additional Guidelines for Tuition Reimbursement:

- Deliberate omission or falsification of information on any request for tuition reimbursement will be considered a violation of this policy.
- International or domestic study programs requiring travel or time away from the job are not recommended.

Appeals for Tuition Reimbursement:

If a team member takes exception to the rejection of a reimbursement request, or must seek an appeal for any other reason, she/he can file an appeal under the following steps:

- Team member files for an appeal through the Hudson Edflo system.
- Team member's appeal is routed to the Hudson TAP Administrator, who will review the appeal and determine the proper action for escalation or review.
- Final communication will be routed back to the team member by administrator with the decision of the appeal.

- Direct Manager receives a FYI notification that the appeal request is approved or rejected.

Disclosures: An attainment of any degree or certification does not assure job changes or salary adjustments; it is through job performance, merit and existing organizational requirements that such changes or adjustments are acquired.

Receiving this benefit is not guaranteed due to eligibility and other factors, so it is critical team members' research and plan in advance of requesting approvals and benefits under this policy.

Policy Changes: This program is reviewed periodically and subject to change at any time, for any reason, without explanation. This policy and process is subject to change or termination by Hudson at any time. Hudson has full and final discretionary authority for its interpretation and application, including but not limited to budget constraints, which may inhibit team member eligibility and participation from time to time. The Hudson TAP Into Your Potential and TAP Into Your Career Policy and Guidelines do not supersede conflicting state or local law.

Questions: Please contact the Hudson TAP Into Your Potential & TAP Into Your Career Team at Education@hudsongroup.com for more information or visit Dufry Connect. For help with reimbursements, please contact the Pearson learner support team. If enrolled directly in any program through Pearson, please contact your assigned coach or advisor directly for help.