



Welcome to Career Choice!

# Introduction to Career Choice

We believe that everyone who comes to Amazon should be able to build their career, and we are ready to support you wherever you are on your educational journey!

Career Choice is an education benefit that empowers eligible employees to learn new skills for career success at Amazon or elsewhere.



# What types of programs does Career Choice fund?



## Foundations

English Language and other foundational skills to help you excel in your current role.



## Pathways

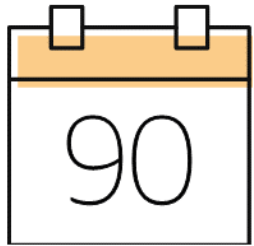
Education and job training to help you find a new job at Amazon or elsewhere.



## College

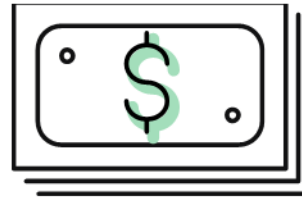
Education options that allow you to start or continue earning credit towards a degree.

# What are the benefits of Career Choice?



## Fast Starts

Hourly blue badge employees full-time and part-time are eligible to participate 90 days after starting at Amazon.



## Fully pre-paid tuition

Pre-pay 100% tuition and reimbursement of fees. Up to \$5,250 annually (part time \$2,625)



## Limitless Learning

Career Choice benefit with no lifetime limit!



## Career success at Amazon or Elsewhere

Both internal and external job placement opportunities!

# Today, we're focused on College programs



## College

Education options that allow you to start or continue earning credit towards a degree.

# What Academic Programs are covered?

In the College track, Career Choice will cover any credit-bearing:

- Certificates
- Associate Degrees
- Bachelor's Degrees

# Our expectations of Partner Schools

1. Provide thoughtful Career and Academic Advising
2. Comply with Amazon Payment Processes
3. Provide Student Outcome Data Sharing
4. Provide School Information
  - a. Campus Locations
  - b. 3 points of contact – Primary, Payment and Data

# How does Career Choice pay schools?

- Voucher-based
- Payments sent via Electronic Funds

Transfer

- Required enrollment in Payee Central



# Voucher

## Page 1



Welcome, [REDACTED]! This is your

### Amazon Career Choice Tuition Voucher: College Credit



<b>VOUCHER/INVOICE #</b> 0073473	<b>STUDENT NAME</b> [REDACTED]
<b>FOR A MAXIMUM PAYMENT OF</b> \$ 5,250.00 *	<b>AMAZON EMPLOYEE ID</b> [REDACTED]
<small>* Amount could change based on prior books/fees reimbursement</small>	<b>SCHOOL TO BE PAID</b> [REDACTED]
<b>CAREER CHOICE ELIGIBILITY START DATE</b> 6/15/2017	<b>DEGREE TYPE</b> Associate Degree
<b>VOUCHER DUE TO SCHOOL BY</b> January 31, 2022	

**STUDENT Use only below this line**

#### Instructions

- Step 1 - Read through Page 1-3 of this voucher.
- Step 2 - Fill out Section A of this voucher. Make sure to include your signature, failure to do so will result in an incomplete application.
- Step 3 - Turn in all pages of this voucher to your school by

#### Section A

Your program and the courses that lead to it are approved pending confirmation by your school of the accuracy of the information you provided during the application process. You are eligible to receive assistance for up to 100% of tuition and eligible fees up to the annual maximum. **Based on your remaining budget, the maximum amount Amazon will pay is \$5,250.00.** The amount could change prior to this voucher being returned if you were reimbursed for books/fees in that time period.

You are solely responsible for paying any course tuition and fees above the annual maximum and all other fees or expenses incurred not covered by Career Choice. **Please present this Tuition Voucher to your school's financial aid/cashier's office no later than the above listed due date.**

I, [REDACTED] understand the guidelines of the program and that I am responsible for any ineligible tuition and/or fees. I authorize the school to release information on my attendance, academic performance, and other sources of financial assistance to Amazon. I will assess any impact to my personal tax or tax credits that may result from this payment. If the school or program name is altered in any way, this tuition voucher will become void. By signing, the student agrees to the terms and conditions listed on Page 3 of this voucher.

<b>Student ID:</b>	<b>Preferred Email:</b> [REDACTED]
<b>Student Signature:</b>	<b>Date:</b>

The student signs the release allowing the school to share data with Amazon.

# Voucher

## Page 2

Voucher # 0073473	Page 2 of 3	Issued on: 7/3/2019			
<b>School OFFICIAL Use only below this line</b>					
<b>Instructions</b>					
<p><b>Step 1</b> - Read through <b>Page 1-3</b> of this voucher, ensure the Student Section of this voucher has been completed.</p> <p><b>Step 2</b> - Fill out <b>Section B</b> and <b>Section C</b> of this voucher. Please read through and make sure <b>ALL SECTIONS</b> are filled out, failure to do so will result in delayed payment.</p> <p><b>Step 3*</b> - Email all pages of this completed voucher to Amazon Career Choice by <span style="border: 1px solid black; padding: 2px;">March 17, 2022</span></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Attach an itemized tuition billing statement</li><li><input type="checkbox"/> Use subject line: "<b>Tuition Voucher # 0073473</b>"</li><li><input type="checkbox"/> Address email to: <b>career-choice-vouchers-eng@amazon.com</b></li></ul> <p><b>* Important</b></p> <ul style="list-style-type: none"><li>- Send <b>ONE (1)</b> completed tuition voucher per email if submitting vouchers for multiple students.</li><li>- For questions regarding payment, graduation status, and other topics, email: <b>career-choice-na@amazon.com</b></li></ul>					
<b>Section B</b>					
<p>I, the school official, certify that the student represented by this voucher is taking classes that are credit bearing towards the program listed below. Please list the classes, credit value for each class, start date, end date, and tuition &amp; fee cost for each course.</p>					
<b>Student Name</b> XXXXXXXXXX	<b>Program</b> Associate Degree	<b>Voucher/Invoice #</b> 0073473			
<div style="border: 1px solid black; padding: 5px; width: fit-content;"><b>School Official Initial:</b></div>					
<b>To be completed and signed by School Official:</b>					
<b>Course Name:</b>	<b>Course ID:</b>	<b>Number of Credits:</b>	<b>Start Date:</b>	<b>End Date:</b>	<b>Tuition &amp; Fees Cost:</b>
<b>Tuition &amp; Fees GRAND TOTAL:</b>					

Voucher submission instructions

List the student's courses, credits, course start/end date and costs.

# Voucher

## Page 3

Voucher # 0073473

Page 3 of 3

Issued on: 7/3/2019

### Section C

This tuition voucher must be returned to Amazon by a **school representative only**. Provided the Amazon Career Choice Tuition Voucher is complete and the employee has satisfied the eligibility criteria set forth in the program policy, payment will be issued within four weeks of receipt to the school pre-populated on this voucher. Payments for vouchers submitted for classes starting in the following calendar year may be delayed, but will be paid within 7 days of the first class.

By signing, the school agrees to the terms and conditions listed on **Page 3** of this voucher.

**School Official Name:**

**School Official Email:**

**School Official Signature:**

**Date:**

School must sign the voucher.

READ ONLY

### Terms and Conditions

The named student on Page 1 of this voucher has been approved to receive assistance for the program listed above.

This Tuition Voucher cannot be applied towards late fees, admission tests, activity fees, meals, lodging, or parking, or other fees not associated with enrollment. The student is responsible for any costs which exceed their annual Amazon Career Choice budget. The student is responsible for knowing the current amount of Career Choice funds available to them and can find this information through [www.AmazonCareerChoice.com](http://www.AmazonCareerChoice.com).

The start date of classes must occur after the date that the student becomes eligible for Career Choice; if the start date is before the eligibility date, the voucher will not be paid. The student is responsible for knowing their eligibility date and can find this information through [www.AmazonCareerChoice.com](http://www.AmazonCareerChoice.com).

In seeking payment under this Tuition Voucher, the student authorizes Amazon to access their education records, including attendance, academic performance, classes, credits attempted, credits earned, and financial assistance. Additionally, the school agrees to verify or provide the student's ID on the voucher, to inform Career Choice of the student's graduation status, and/or number of credits earned by class, when requested by Career Choice.

**The school MUST use this Tuition Voucher for payment. To be paid, this voucher MUST:**

- (1) be signed by both the student and school official;**
- (2) be processed within 45 days of the class start date;**
- (3) contain an unaltered school and program name already approved as part of the Career Choice network.**

# Data Sharing

Sharing data is a requirement of being in the Career Choice network.

**How does this work?** We have built a School portal that facilitates the secure exchange of information.

**What data do you need?** We request information regarding which classes are being taken and the number of credits earned.

**Are we allowed to share data?** Yes, the Voucher contains a FERPA waiver giving you explicit permission from the student to share this data.

# School Portal



career choice

School Portal

My Resources ▾

? FAQ

🌐 En ▾

👤 Sign Out

## Student Roster

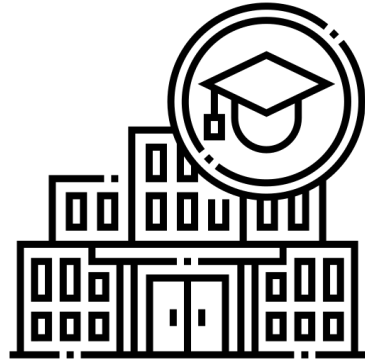
**Instructions:** Please use the filters and search tool below to find current or past student records, hover over the **i** button if you need more information. To make updates, you can click on any record in the table. You can also download a roster view, by clicking on the download button.

Applied Filters:

Student ID <b>i</b>	Status <b>i</b>	Graduation Date <b>i</b>	Hired <b>i</b>	% Progression <b>i</b>	Last Name	First Name	Date of Birth	Aca
123456	Enrolled	11/13/2020	✓	100%	Roberts	Michael	05/03/1986	Aca
123456	Enrolled	11/13/2020	✓	100%	Roberts	Michael	05/03/1986	Aca
123456	Enrolled	11/13/2020	✓	100%	Roberts	Michael	05/03/1986	Aca
123456	Graduated	11/13/2020	✓	100%	Roberts	Michael	05/03/1986	Aca
123456	Graduated	11/13/2020	✓	100%	Roberts	Michael	05/03/1986	Aca

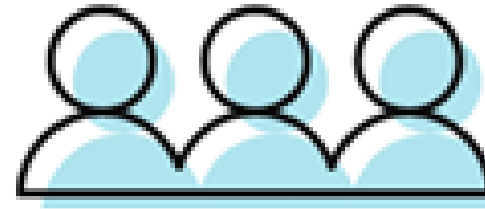
Sample Screenshot, to be updated in January for College Credit classes

# Provide School Information



## Campus Locations

Please provide a list of your campus locations, along with campus names and addresses.



## 3 Points of Contact

Please provide us with 3 points of contact at your schools; one for primary, payments, and data

# Onboarding Process Recap

- 1) Provide three points of contact – primary, payment and data
- 2) Provide list of campuses and addresses
- 3) Complete Payee Central account set up
- 4) Commit to monthly data updates

# Next Steps

Reply to the email you received from our team inviting you to this webinar indicating that you wish to join the network.

A member of our team will follow up with you to complete the onboarding process.

If you have any questions, reply to the email invitation to this webinar with your questions.