



Career Choice Voucher: College

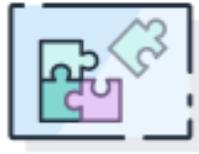
Introduction to Career Choice

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?



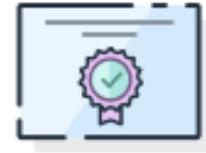
Foundations

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



Pathways

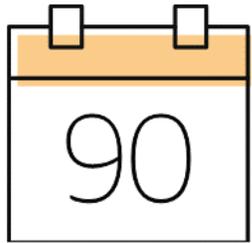
Education and job training to help you find a new job at Amazon or elsewhere.



College

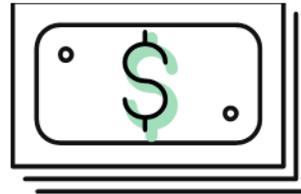
Education options that allow you to start or continue earning credit towards a degree.

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!



College Voucher

Career Choice: Voucher: Page 1

Voucher # 0073473

Page 1 of 3

Issued on: 7/3/2019

Welcome, [REDACTED] This is your

Amazon Career Choice Tuition Voucher: College Credit



VOUCHER/INVOICE

0073473

FOR A MAXIMUM PAYMENT OF

\$ 5,250.00 *

* Amount could change based on prior books/fees reimbursement

CAREER CHOICE ELIGIBILITY START DATE

6/15/2017

VOUCHER DUE TO SCHOOL BY

January 31, 2022

STUDENT NAME

[REDACTED]

AMAZON EMPLOYEE ID

[REDACTED]

SCHOOL TO BE PAID

[REDACTED]

DEGREE TYPE

Associate Degree

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.

Student ID:

Preferred Email:

[REDACTED]

Student Signature:

Date:



Career Choice: Voucher: Page 2

Voucher # 0073473

Page 2 of 3

Issued on: 7/3/2019

School OFFICIAL Use only below this line

Instructions

Step 1 - Read through **Page 1-3** of this voucher, ensure the Student Section of this voucher has been completed.

Step 2 - Fill out **Section B** and **Section C** of this voucher. Please read through and make sure **ALL SECTIONS** are filled out, failure to do so will result in delayed payment.

Step 3* - Email all pages of this completed voucher to Amazon Career Choice by

- Attach an itemized tuition billing statement
- Use subject line: "Tuition Voucher # 0073473"
- Address email to: career-choice-vouchers-eng@amazon.com

* Important

- Send **ONE (1) completed tuition voucher per email** if submitting vouchers for multiple students.
- For questions regarding payment, graduation status, and other topics, email: career-choice-na@amazon.com

Section B

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 & fee cost for each course.

Student Name

XXXXXXXXXX

Program

Associate Degree

Voucher/Invoice #

0073473

School Official Initial:

Dates:
MM/DD/YYYY



To be completed and signed by School Official:

Course Name:	Course ID:	Number of Credits:	Start Date:	End Date:	Tuition & Fees Cost:

Tuition & Fees GRAND TOTAL:

Career Choice: 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:

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.

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.

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.

Sample Voucher

- Course Names
- Number of Credits
- Start date DD/MM/YYYY
- End date DD/MM/YYYY

To be completed and signed by School Official:

Dates:
MM/DD/YYYY

Course Name:	Course ID:	Number of Credits:	Start Date:	End Date:	Tuition & Fees Cost:
Business Communications	BUS300	3	01/20/2022	05/20/2022	\$550
Introduction to Hospitality	HTM101	3	01/20/2022	05/20/2022	\$550
Tuition & Fees GRAND TOTAL:					\$1,100

Sending in Completed Vouchers

Read through Page 1-3 of the voucher, ensure the Student Section is complete

Fill out Section B and C

Email the voucher for payment

- Use subject line: "Tuition Voucher #insert voucher number (One voucher per email)
- Email career-choice-vouchers-eng@amazon.com (This is an automated mailbox and you will not receive a response)
- Include your general invoice

Payment Process

- It is recommended to submit the voucher within 45 days after the course start date but, after the withdrawal period. This process will minimize refunds and changes to the voucher
- Once a voucher is emailed for payment, it will take between 2-4 weeks to see the funds in your account
- If the voucher is incomplete or missing information, our payments team will contact you directly
- Payments will also identify the voucher number. This is visible through Payee Central

Voucher Rejection Reasons

- Multiple vouchers were attached to one email
- Voucher was sent to the incorrect address
 - Correct address:
 - career-choice-vouchers-eng@amazon.com
- Employee did not sign
- School did not sign
- Employee generated the voucher after the course start date
 - Voucher generation date is stated on the voucher
- Employee eligibility date was after the course started
 - Eligibility date is stated on the voucher

Payment Process: Payee Central

You can review your paid invoices from Amazon in your Payee Central account.

- Please, sign in to your Payee Central account on <https://payeecentral.amazon.com>
- On the upper ribbon click on “Invoices” and select “Search invoices”
- By default, the invoice management tool displays the list of your invoices received and processed in the last three months.
- You can also use the quick search function at the top of the Invoices page.
- To quickly find an invoice, enter the invoice number in the search box, and click the Search button.

Payee Central: Homepage

- Through Payee Central you can:
 - Add or change administers
 - Update or change accounts
 - Review payments from Amazon

The screenshot displays the Amazon Payee Central interface. At the top, the navigation bar includes the Amazon Payee Central logo, a user greeting 'Welcome Oscar', language selection 'English-US', and a 'Sign Out' link. Below the navigation bar, there are menu items for 'Home', 'Users', 'Accounts', 'Invoices', 'Payments', and 'Help'. The main content area is divided into two primary sections: 'Account Summary' and 'Action Items'. The 'Account Summary' section is further divided into two sub-sections: 'AMAZON CONTENT TEST TEST' and 'DO NOT PAY - CI TESTING US'. Each sub-section contains a table with columns for 'Country/Region', 'Account Status', and 'Action'. The 'AMAZON CONTENT TEST TEST' section shows a table with one row for 'Germany' with a 'Complete' status and a 'View' button. The 'DO NOT PAY - CI TESTING US' section shows a table with one row for 'United States' with a 'Complete' status and a 'View' button. The 'Action Items' section on the right shows 'Contacts Pending your Action 0'. The 'Notifications' section on the right shows 'No Recent Notifications Found'.

amazon Payee Central

Welcome Oscar | English-US | Sign Out

Home Users Accounts Invoices Payments Help

Rate this page

Account Summary

AMAZON CONTENT TEST TEST

Amazon Business: A100 Row Payment Type: Goods

Country/Region	Account Status	Action
Germany	Complete	View

DO NOT PAY - CI TESTING US

Amazon Business: Corporate AP Payment Type: Goods

Country/Region	Account Status	Action
United States	Complete	View

Action Items

Contacts Pending your Action 0

Notifications

No Recent Notifications Found

Career Choice: College Voucher

Please review the Voucher FAQs

Please send questions to: Career-Choice-NA@Amazon.com

Thank you for being a valued Career Choice education partner.



Thank you.