



Frequently Asked Questions

EdAssist 5

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Benefit Purpose

Sempra Energy offers *Bright Horizons EdAssist Solutions™* to eligible employees pursuing education that supports the current business needs and future objectives of the Company.

About My Benefit

Sempra Energy has partnered with Bright Horizons to administer the Sempra Energy Professional Development Assistance Program. This partnership brings the following enhancements:

- A simple web-based approach to applying for and receiving tuition assistance, as well as submitting program and course requests, grades, and receipts
- Educational & college finance coaching at no cost to you
- Exclusive tuition discounts and other savings at 220+ schools

If your question is not answered below, you have three ways to get help:

- Chat with an EdAssist Administrator for immediate assistance by accessing **EdAssist**, select **Support Services**, and click on **Get Live Help**
 - Chat services are available from 9 am - 4 pm Eastern Time.
- Submit a **Support** ticket by logging into **EdAssist**, selecting **Support Services**
- Call the Contact Center phone line at (877) 696-4999
 - Contact Center hours are between 8 am - 8 pm Eastern Time.

How Can I Get Started?

To access Bright Horizons, log on through the intranet using the SSO link in MyInfo>Benefits>Additional Benefit Links>**Educational Reimbursement**. Use Bright Horizons EdAssist to submit an application, view resources regarding your tuition benefit, schedule a coaching session, or submit a support ticket.

Coaching

Academic and financial wellness coaches will help you:

- Find the right school, program, degree, or course to meet your educational and career objectives
- Compare different programs, majors, or degrees to help save you time and money
- Evaluate previous coursework and prior learning to maximize your transferable credits
- Navigate the admissions and college finance processes

Schedule your **free** appointment by visiting the *Education Coaching* page within Bright Horizons EdAssist Solutions.

Network

The Bright Horizons Education Network is a group of more than 220 schools and education providers that offer unique benefits to you as an employee of all Sempra Energy companies. Benefits vary from school to school but may include:

- Tuition discounts
- Waived application fees
- A dedicated contact for students

While these benefits are primarily focused on working professionals, some schools also extend discounts on select programs to immediate family members. To learn more, select [View Discounts from Eligible Schools](#) from the Home page of Bright Horizons EdAssist Solutions.

Eligibility

What Are the Eligibility Requirements?

You must meet the following criteria at the time of application approval and payment processing to be eligible for the benefit:

- U.S. based active
- Regular Status
- Full-Time Employee (immediately eligible upon hire)
- Part-Time Employee (eligible after twelve months of continuous employment)
- Preapproval is required

What Degrees or Education Programs Are Eligible?

All education programs must be related to the employee's current job or an established career path within Semptra Energy.

Educational programs that are covered include:

- Associate Degree
- Bachelor's Degree
- Master's Degree
- Professional Certificate Programs
- Individual Language Courses

Education programs that are not covered include, but are not limited to:

- Continuing Education Units
- Certification/Designations
- Doctoral Programs
- Exam/Test Fees
- Preparation courses for certificate exams
- Classes that do not relate to the business of the company, unless they are part of a degree program that does relate to the business of the company.

What Majors or Fields of Study Can I Pursue?

Eligible Fields of Study should relate to your established career path within Semptra Energy.

Majors or Fields of Study that are covered include, but are not limited to:

- Accounting
- Business Administration
- Finance
- Human Resources
- Information Technology
- Law

- Management
- Medicine
- Nursing

Majors or Fields of Study that are not covered include, but are not limited to:

- Archeology
- Construction
- Farming
- Photography

If you don't see your Field of Study (or one that is similar) already listed in the system, you can select "Other" and fill it in.

What Schools or Providers Can I Attend?

All coursework must be provided by an institution holding Regional accreditation. You can determine if your school or provider holds Regional accreditation by searching the U.S. Department of Education website at <https://ope.ed.gov/accreditation/Search.aspx>

The list of Regional Accrediting Agencies listed below is subject to change without notice:

- **MSA:** Middle States Association of Colleges and Schools
- **MSCHE:** Middle States Commission on Higher Education
- **NCA:** North Central Association of Colleges and Schools
- **NEASC:** New England Association of Schools and Colleges
- **NEASC-CTCI:** New England Association of Schools and Colleges and Committee of Technical and Career Institutions
- **NWCCU:** Northwest Commission on Colleges and Universities
- **OSRHE:** Oklahoma State Regents for Higher Education
- **SACS:** Southern Association of Colleges and Schools
- **WASC:** Western Association of Schools and Colleges
- **WASC-ACCJC:** Western Association of Schools and Colleges and Accrediting Commission for Community and Junior Colleges

What Expenses and Fees Are Covered?

Eligible expenses include:

- Tuition
- Required Books in syllabus (shipping included)
- Registration fees
- Lab fee
- Technology fee
- Software and Hardware License Fees (required in the syllabus only)

Your tuition and eligible expenses will be paid at 100% up to your annual benefit amount.

Employees are responsible for all ineligible expenses including, but not limited to:

- Add/Drop/Withdrawal Fee

- Audit/Noncredit course Fees
- CEU's
- Exam and Exam Preparation Fees
- Graduation/Cap and Gown Fee
- Laptop
- Recertification/License/Membership Fees
- Service/Transcript/Transfer Fee
- Travel and Meal fees
- Uniform and Supplies

How Much Can I Spend?

Eligible expenses will be covered up to the annual benefit amount for the calendar year in which the payment is processed. Payment amounts are based on your FT/PT status at the time of payment processing.

Education Program	Full Time Annual Benefit Amount	Part Time Annual Benefit Amount
Associate Degree	\$5250	\$800
Bachelor's Degree	\$5250	\$800
Master's Degree	\$5250	\$800
Professional Certificate Program	\$5250	\$800
Individual Language Courses	\$5250	\$800

Using My Benefit

When Do I Need to Submit My Application?

Applications can be submitted 90 days prior to course start date, however applications will not be accepted later than 30 days after the course start date.

Does My Manager Need to Approve My Application?

Yes. Your application will be reviewed for policy compliance by Bright Horizons EdAssist Solutions and then forwarded to your manager for final approval.

What if My Manager/Supervisor is Unable to Approve My Application?

If your manager is unable to approve due to being on leave, extended vacation, etc., you can contact Bright Horizons EdAssist Solutions to have your profile updated within Bright Horizons EdAssist Solutions.

How Do I Check the Status of My Application?

You can check the status of your application at any time by logging into Bright Horizons EdAssist Solutions. You will also receive email notifications when your application status changes; please make sure your email address in your Bright Horizons EdAssist Solutions profile is current.

Is There a Minimum Grade Requirement?

All coursework must be completed with a minimum grade equivalent of C or better (C- is not acceptable) for undergraduate courses and B or better (B- is not acceptable) for graduate courses. Courses that are based on a pass/fail grading system must be completed with a passing grade.

How Do I Get Reimbursed?

Upon application approval, you are responsible to make all required payments directly to your school and will be reimbursed for eligible expenses upon successful course completion. You must submit proof of successful course completion (official grades or completion certificate), an itemized invoice of tuition and fees, and proof of payment within 90 days after course completion in order to receive reimbursement.

You will receive an automated email notification when your application is processed for payment, and you should receive your payment via payroll within 2-3 pay periods.

Will I Be Taxed?

In compliance with IRS regulations (section 127), employer-provided educational assistance is exempt from taxation up to a maximum of \$5,250 per calendar year. Taxes will be assessed if, at the time of payment processing, the total amount of tuition assistance paid in the calendar year exceeds \$5,250. Please consult with your tax advisor for additional information.