

# EARN & LEARN QUICK REFERENCE GUIDE

Part-time Management &  
Non-Management

The Earn & Learn Program is a company sponsored educational program enabling students to receive educational assistance to approved post-secondary institutions.

## How do I create an account?

- Visit: <https://ups.tap.edcor.com>
- User ID is your 7 Digit GEMS #
- Password for your first log in is your birthday (mmddyy)

Example: If your birthday is November 8, 1994 your password is 110894

## Want to access Earn & Learn information through UPSers.com?

- Go to myHR
- Type "Education" in search bar and choose the suggested article that best describes your position.

## Need to contact EDCOR?

EDCOR Customer Service Representatives are available to take questions and provide assistance via Chat Service on EDCOR website or phone.

If you are experiencing difficulty logging in, or your account is locked, contact EDCOR.

**Monday-Friday 8:00am-5:00pm EST**

**PHONE: 1-800-850-5181**

**FAX: 1-248-283-8723**

## Who is eligible?

All part time employees assigned to the Louisville Air and Ground Regions.

## What do I get?

Part-time Management and Part-time Non-Management employees receive assistance up to a total of \$5,250 per year for tuition, books, and fees, with a \$25,000 lifetime maximum. If other funding such as scholarships, grants, or government assistance is provided to you, it must be used first. UPS will then pay expenses not covered by these sources up to the maximum annual allowed amount.

## How do I submit an application?

### START OF TERM

- To submit an application, visit: <https://ups.tap.edcor.com>
- Applications must be submitted within **30 days** after the course start date. EDCOR can reject your application if you submit later than the allotted time allowed.
- When you submit an application you will need the following information:

Major field of study	Degree type
School name & address	Cost of tuition & fees
Course name & number	Start & End dates of course term

### END OF TERM

- To submit reimbursement documentation, log in at <https://ups.tap.edcor.com> and click on the tracking number of the reimbursable semester.
- Reimbursement documentation must be submitted within **60 days** of the end of the academic term. If you wait any longer than the time allotted, EDCOR can deny reimbursement.
- When you submit for reimbursement you will need the following documents:

Copy of your grades	Itemized tuition bill
Proof of payment or deferment	



EDCOR sends communication via email so remember to check your email frequently throughout the semester!



# HELPFUL TIPS



You must be on payroll at the time of reimbursement. Employees will not receive reimbursement payment after separation from the company. If you separate before you or your school have been paid, you forfeit reimbursement.

Employees will be reimbursed for the eligible education costs paid by the employee. Education costs paid by other sources such as scholarships, grants, etc. where the cost is not paid by the employee, are not eligible for reimbursement.

Employees hired after semester start date may file mid-course applications to qualify for a prorated reimbursement of their first semester. Approved prorated reimbursements will be paid based on the number of active days in the semester.

## DON'T FORGET!

Tuition Reimbursement is a TWO step process

01

Applications need to be filed no earlier than 120 days prior to the start of the term and no later than **30 days** after the term start.

02

All reimbursement documentation must be received and approved within **60 days** after the end of the term.

Grades and proof of payment must include employee name and school name.

## VOUCHERS

UPS has agreements with certain partnership schools to pay tuition directly to the school instead of reimbursing the student. **Not all schools participate.**

If your school participates, you may choose this payment type during the application process. If your application is approved, a voucher will be emailed to you. It is your responsibility to provide the voucher to the school in lieu of payment.

At the end of the term you must still submit all reimbursement documentation to the school within **60 days** of the term end date. EDCOR will send payment to the school.

## How to search for eligible schools

- Log on to EDCOR or create an account at <https://ups.tap.edcor.com> if you have not already.
- Click “Program Information”
- Click “Search for Eligible Schools”
- Choose the state from the drop down box in the state field
- Type at least 3 letters of the name of the school you plan to attend in the school name field.
- If your school has a green checkmark, your school is eligible. If your school has a red x, your school is ineligible.

Employees are required to earn a minimum grade of D- or better in all coursework.

Grades of W (withdraw), F (fail), and I (incomplete) are not eligible for reimbursement.

Book reimbursement is \$50.00 per course and is inclusive of the overall program cap.

If your reimbursement documentation is approved, a check will be mailed to your home or school depending on payment plans arranged with your school.



Questions?

Contact EDCOR 1-800-850-5181  
Sara Heun [saraheun@ups.com](mailto:saraheun@ups.com)  
[UPSjobsKY.com](http://UPSjobsKY.com)