



Online Process for Educational Assistance

Here is how you submit your application:

1. Go to <https://edulam.tap.edcor.com> to log into the Educational Reimbursement website.
 - Your user ID is your 5-digit Employee ID number. Silfex, remember to use an “S” in front of your 4-digit ID.
2. After you read and agree to the site’s Terms and Conditions, select “Submit Application” from the left side of the Home page to begin the application process.
3. Follow the on-screen directions. Once you have successfully completed the application, a tracking number is assigned to it and you will see a “Submit Application Confirmation Page.”
4. Your manager will receive an e-mail notification that your application needs to be approved.

Here is how you submit your request for reimbursement once you have completed the class/course:

1. Go to <https://edulam.tap.edcor.com> to log into the Educational Reimbursement website.
2. Select “Payment Request” from the left side of the Home page to begin the reimbursement process.
3. Select the approved application for the completed coursework from the applications listed on the “Payment Request Application Status” screen.
4. Follow the on-screen directions starting on the “Payment Request Application Status Detail” page.
5. Once you have successfully completed the request, the “Grades/Proof of Completion and Amount Requested Successful” page will appear.
6. You will receive an e-mail indicating that your documents have been processed (normal processing time is 4 business days).

Services Available through the online Educational Reimbursement site

Apply for tuition reimbursement pre-approval	Go to https://edulam.tap.edcor.com
Track the status of your application	Go to www.trackmystatus.com
Submit your payment request online	Go to https://edulam.tap.edcor.com
New Customer Service Line for Employees	Call 1-855-258-3468 to speak with an Edcor representative. They are available Monday – Friday from 5:00 a.m. to 5:00 p.m. PST.



Online Application System FAQ's

How do I apply for Educational Assistance for classes that I wish to attend?

You may access the Lam Research Educational Assistance website by going to <https://edulam.tap.edcor.com>. You should discuss your educational plans with your manager before submitting an application.

1. Read and agree to the site's Terms and Conditions
2. Select "Submit Application" from the left side of the Home page to begin the application process.

What school information will I need in order to submit my application?

You *may* need to provide the following:

- Student Identifier (Student ID)
- Degree type (if applicable)
- Major field of study
- School name and address
- Term start and end date
- Course number
- Course name
- Course credit hours
- Course tuition amount
- Course related fee amount

Is there a deadline for submission of my application?

Yes. Applications must be received no sooner than 180 days before and no later than 60 days after the start of the class. Failure to submit your application within this timeframe will result in the rejection of your application.

Can I register for more than one class at a time?

Yes. You can apply for up to four (4) classes per application. This is recommended if they are all being taken during the same semester.

How will I know when my application is approved?

When you submit your online application, your manager will be sent an email informing him/her that a request for pre-approval of tuition assistance has been submitted. This email prompts your manager to access the online system and approve or deny your request for tuition assistance approval. You will be notified of your manager's decision by email. Edcor will perform a final check on the application to ensure it meets Lam Research's Practice guidelines and will send a final approval email to you.

Can I track the status of my application?

Yes. Through www.trackmystatus.com, you can track the status of your application. To access the site, you will need the 16-digit tracking number assigned to your application. If you need additional assistance, you can call 1-855-258-3468 to speak with an Edcor representative.

What information determines whether an educational expense is taxable or non-taxable?

To be considered non-taxable, the educational course must be job related, and either (a) maintain or improve job skills, or, (b) be expressly required by the employer or by law.

The following Tax Matrix indicates the tax status of the expense based on the combination of possible answers to the 4 tax questions that must be completed within the on-line application for educational assistance.



TAX MATRIX

Question 1	Question 2	Question 3	Question 4	Job Related	Tax Status
No	No	Either must be Yes		Yes	Non-taxable
Yes or No	Yes	Yes or No	Yes or No	No	Taxable
Yes	Yes or No	Yes or No	Yes or No	No	Taxable

Questions:

1. Is the course part of a study program, which can qualify you for a NEW job, position, trade or business opportunity?
2. Is the course required to meet the minimum requirements for your current job?
3. Is this course required by the client or by law or regulation for you to keep your current job?
4. Does this course maintain or improve skills required in your current job?

Do I still need to submit grades once the class is complete?

Yes. You must submit your report card/transcript with grades received and an itemized receipt by using payment request/grade submission form from Edcor’s website as the coversheet.

Your coversheet can be found in two areas on the tuition website:

- From the Home page under the “Actions Needed” tab, click on the appropriate 16-digit Tracking Number link, or
- From Application Status page, you can select to “View” the application or use the “Request Payment” quick link icon.

If you need help, select “Need Help?”

Grades and receipts should indicate the student’s name and either appear on school letterhead or from a screenshot/printout clearly listing the school’s URL. We suggest uploading these documents directly through the tuition website or, alternatively, these documents can be faxed to Edcor at 1-248-283-8723, using the coversheet generated on the website.

How do I know you received my documents/fax?

You can verify receipt within 24 hours by accessing www.trackmystatus.com using the 16-digit tracking number assigned to the application.

How do I minimize the chance of rejected documentation?

Follow a few simple suggestions regarding document submission:

- **Be sure to use the proper payment request/grade submission form as the coversheet**
(Our system uses this coversheet to route your documents)
- **Upload/fax all documentation in one package**
(We look at your payment request as one claim using the bundle of paperwork provided)
- **Upload/fax dark, clean copies of materials**
(Neatness counts! Illegible documents cannot be processed)
- **Upload/fax documents in portrait (8.5” wide x 11” long) format**

Is there a deadline for submission of my payment request?

Yes. All requests and appropriate documentation must be submitted within 90 days after the course has ended for your request to be considered for reimbursement. Visit www.trackmystatus.com anytime to check the status of your educational reimbursement request.

How do I know if my school is accredited?

Accreditation is a status granted to educational institutions found to either meet or exceed academic quality standards established by an accrediting agency through an assessment process. In accordance with the Educational Assistance Practice, all courses must be taken through a nationally accredited educational institution. Schools listed on the Educational Assistance website have been determined by the Department of Education to be accredited. If your school is not listed, or if you have questions about accreditation, contact your school directly or call Edcor at 1-855-258-3468.

How can I verify if my school or major is eligible before submitting an application?

You can verify eligibility online on the Tuition Assistance website at <https://edulam.tap.edcor.com>. After you log in, select "Program and Contact Information" and then select "View Eligible Majors" or "View Eligible Schools." Enter at least three characters to begin your search (the more characters you enter will return narrower or more specific results).



Eligible schools or majors show a green checkmark.



Ineligible schools or majors show a red X.

What expenses are and are not covered?

Lam will cover the following expenses:

- Registration Fees
- Application Fees
- General Fees
- Course Add/ Drop Fees
- Late Charges (Registration, Payment, etc.)
- Tuition
- Textbooks
- Mandatory Student Activity Fees
- Student Union Fees
- Technology Fees
- Laboratory Fees
- CLEP test fees for credits granted by the school
- Cap and gown or graduation fees (taxable reimbursement)

Lam will NOT cover the following expenses:

- Meals
- Lodging/Housing
- Travel/Transportation Fees
- Preparatory Course Fees
- Subscriptions
- Transcript/Printing Fees
- Exam Fees

Duplicate tuition costs for classes that are repeated and have, at any time, been reimbursed under the program are not reimbursable.

What am I required to do after I complete a course?

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Required documentation may include, but is not limited to, grade reports/proof of course completion, etc. All required documentation will need to be submitted by upload via the website or by fax along with your payment request/grade submission form as a coversheet, to 1-248-283-8723. Documentation received without the proper coversheet or without the coversheet as the top/first document received, will not be processed. You can obtain the payment request/grade submission coversheet on the Educational Assistance website at <https://edulam.tap.edcor.com>.

Will Lam Research still accept paper applications?

No. Paper applications will not be accepted or processed. You must submit your application online through <https://edulam.tap.edcor.com>.

Where can I view the Educational Assistance Practice?

You can find the Lam Research Educational Assistance Practice under the Program and Contact Information tab on <https://edulam.tap.edcor.com>.

What if I have further questions?

You can call Edcor's Customer Service Line at 1-855-258-3468.