

DEGREE PROGRAM APPLICATION

MPC EDUCATIONAL REIMBURSEMENT PLAN

To be completed prior to enrolling in a Degree Program

Instructions:

1. Complete the **Employee Information** and **Employee Registration Pre-Approval Information** sections below.
2. Attach a **Degree Program description** from the institution that includes an **overview of the program** and the **required curriculum**. *(must list all classes/courses required, the number of credit hours, and the cost per credit hour for each)*
3. Obtain appropriate Manager/Supervisor approvals(s).
4. Once your Manager/Supervisor has signed below, send the approved Degree Program Application to your Human Resources Consultant (HRC) for approval. **A completed Tuition Assistance Repayment Agreement must also be attached.**
5. Your HRC will record your Degree Program approval and you will receive acknowledgement as soon as possible.

EMPLOYEE INFORMATION			
Employee Name:	Employee ID:	Employment Date:	Current Department / Organization:
EMPLOYEE REGISTRATION / PRE-APPROVAL INFORMATION			
Institution: <i>(School/Facility Name)</i>	Location: <i>(where the institution is located)</i>	Degree Program Name: _____	
		Degree Major: _____	
Degree Program Description: <i>(attach supporting documentation, including curriculum and cost per credit hour)</i>			
# of Credit Hours Required:	Estimated Completion Date:	Provide cost details per credit hour or by quarter or semester <i>(books, lab fees, etc.):</i>	
How does degree relate to your career plan at MPC?			
Employee Signature:			Date:
MANAGER/SUPERVISOR PRE-APPROVAL <i>(to be completed by manager/supervisor prior to submitting to HR)</i>			
How will this degree benefit the employee's MPC career and how will MPC directly benefit?			
Manager/Supervisor Signature:			Date:
HUMAN RESOURCES APPROVAL <i>(to be completed by HRC for final approval)</i>			
Employee's Human Resources Consultant or HR Manager:			Date
Human Resources Consultant or HR Manager of Organization Outside Employee's Current Department. Required for degrees outside current department. <i>(i.e.: employee is seeking degree in Accounting, but currently working in Human Resources)</i>			Date

To request reimbursement of eligible expenses related to an approved course, you must submit your request online after the course has been completed. See the Educational Reimbursement Tip Sheet posted on www.myMPCbenefits.com for instructions or refer to the Marathon Petroleum Educational Reimbursement Plan for more information.

FOR HR USE ONLY:

Original form: Corporate Personnel File/Room #3212, Findlay

Copy: Stored in Local HR file

Rev. 12/19/2018

TUITION ASSISTANCE REPAYMENT AGREEMENT

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In order to be eligible to receive tuition assistance, the employee must sign and return this Agreement to their Human Resources Consultant (HRC) prior to any reimbursement by the Company.

This Agreement is effective as of the date signed. It is between you, _____, (Employee) and Marathon Petroleum Company LP and its subsidiaries.

1. In accordance with the Marathon Petroleum Educational Reimbursement Plan, the Company has agreed to provide tuition assistance to you.
2. Should you terminate employment with the Company voluntarily, you agree to repay reimbursements you received for tuition assistance in the following manner:

TIME ELAPSED <i>Amount of time between the date(s) of the Tuition Assistance reimbursement and the employee's Termination Date</i>	PERCENTAGE OF REPAYMENT <i>Applicable to the amount of the Tuition Assistance Received During the 24 Months Prior to the employee's Termination Date</i>
6 months or less	100 percent
More than 6 months, but less than 12 months	75 percent
More than 12 months, but less than 18 months	50 percent
More than 18 months, but less than 24 months	25 percent

3. This repayment agreement applies to tuition assistance received for **courses that are part of an approved Degree Program** as well as **single courses outside a degree program**.
4. You hereby authorize the Company to deduct all or a portion of the amount owed to the Company from your final paycheck (including base salary, bonuses, vacation pay and/or expense reimbursements), to the extent allowed by law, up to the full amount due the Company for Tuition Assistance reimbursement(s) paid, based on the above table. Any portion of the repayment amount that remains outstanding after such deduction remains your responsibility and you hereby agree to repay such amount to the Company within ninety (90) days following your termination.
5. Additionally, by signing this agreement, you confirm that you are not receiving financial aid from any other company or source, including the Veterans Administration, either partially or in full, for any of your requested reimbursements for tuition expenses. Tuition Assistance benefits paid by the Company would be subject to reduction if benefits were paid by another source.

Employee Signature

Employee Number

Date

This form must be completed and submitted along with a [Degree Program Application](#).