



JUBILEE EDUCATION ASSISTANCE PROGRAM FREQUENTLY ASKED QUESTIONS (FAQ)

1. What internship stipend payments are available under the Jubilee Education Assistance Program (JEAP)?

JEAP offers two bases for internship stipend payments: (1) tuition reimbursements; and (2) student loan reimbursements. The total maximum reimbursements payable under JEAP is capped at \$1,500 per summer internship and \$2,500 per academic year internship.

2. Why are the internship stipend payments structured as tuition and student loan reimbursement?

The purpose of JEAP is to provide various types of educational assistance to participants in a manner that is most tax efficient for Interns.

3. Who is eligible to receive benefits under JEAP?

To be eligible to participate in JEAP, you must be a Jubilee intern, have tuition and/or student loan expenses and complete your internship at Jubilee. Summer interns are required to volunteer at Jubilee at least 32 hours per week for a minimum of 10 weeks. Academic year interns are required to volunteer at Jubilee at least 16 hours per week for a minimum of 8 months.

4. What is the application process for tuition and student loan reimbursement?

To apply for tuition and/or student loan reimbursement, JEAP participants must submit a JEAP Reimbursement Form to Jubilee and provide proof of the tuition and/or student loan expenses by the following submission dates:

Deadline to Submit	Payment Issued	Payment Amounts	Required Forms
Summer Interns July 31st	Last day of intern's volunteer service	\$1,500 maximum payment	<ul style="list-style-type: none"> • JEAP Reimbursement Form • Evidence of tuition expense* and/or student loan statement** showing student loan balance
Academic Year Interns April 15th	Last day of intern's volunteer service	\$2,500 maximum payment	<ul style="list-style-type: none"> • JEAP Reimbursement Form • Evidence of tuition expense* and/or student loan statement** showing student loan balance

- * The tuition expense statement must be dated within 12 months of the reimbursement request.
- ** The loan statement must be dated within 12 months of the reimbursement request.

5. If I satisfy the requirements and the process detailed above, will I automatically be eligible for benefits under JEAP?

Generally, yes, but Jubilee retains ultimate discretion to decide whether a particular intern will receive any internship stipend under JEAP.

6. What if I am unable to meet the requirements and process detailed above, such as the timing requirements?

Please contact Jubilee's Executive Director or email admin@jubileelegal.org.

7. What type of education qualifies for tuition reimbursement?

A college or university program that prepares students to earn their bachelor's degree.

8. Is there a grade or minimum GPA requirement for tuition reimbursement?

No.

9. Am I eligible for JEAP if I have been awarded other funding for my internship with Jubilee?

Interns who have been awarded a fellowship, grant and/or similar funding for their internship with Jubilee, in a total amount greater than the maximum internship stipend payment allowable under JEAP, are ineligible for JEAP.

10. What types of expenses does tuition reimbursement cover?

JEAP provides tuition reimbursement for undergraduate tuition, fees, books, and course supplies that were paid within 12 months of the reimbursement request. It does not include meals, housing, or transportation-related expenses.

11. What type of student loan qualifies for student loan reimbursement?

A loan for tuition and related educational expenses for an undergraduate program. The tuition payment must be dated within 12 months of the reimbursement request.

12. Can I combine multiple payments for a single reimbursement request?

Yes, provided the application requirements and process detailed above are satisfied.

13. Can I combine tuition and student loan payments for a single reimbursement request?

Yes, provided the application requirements and process detailed above are satisfied.

14. What is the maximum internship stipend payment I can receive under JEAP for tuition and/or student loan reimbursement?

Summer interns may receive up to \$1,500 for tuition and/or student loan reimbursement. Academic year interns may receive up to \$2,500 for tuition and/or student loan reimbursement.

15. What are examples of adequate proof of tuition and student loan payments?

An example of tuition expense is a PDF invoice from your school or a screenshot of the expense through your school's financial aid or registration office website, showing incursion of the expense within 12 months of your reimbursement request.

An example of student loan debt is a PDF or screenshot from your student loan provider's website that is dated within 12 months of your reimbursement request and shows an outstanding loan balance.

16. Are the tuition and/or student loan reimbursements that I receive taxable?

Tuition reimbursements are wholly excludable from tax, under the educational assistance rules of section 127 of the Internal Revenue Code. Student loan reimbursements are also excludable from tax under section 127 of the Code, as modified by section 2206 of the Coronavirus Aid, Relief, and Economic Security Act (the "CARES Act"). It is Jubilee's intention that the tuition and/or student loan reimbursement provided under JEAP be excludable from income to the maximum extent possible under section 127 of the Code. As such, Jubilee will not issue a 1099 for the internship stipend payment(s) made to JEAP participants.

17. If I receive financial assistance for my tuition and/or student loan payments, how will this impact my internship stipend payment(s)?

Students who use financial aid funds to pay JEAP qualifying tuition or loans are eligible for reimbursement. However, JEAP provides tuition and/or student loan reimbursement amount(s) after any publicly or privately funded financial assistance is accounted for in the requested reimbursement amount, including fellowships and scholarships.

18. How will I receive my internship stipend payment?

Jubilee will hand-deliver the internship stipend payment to the intern in the form of a check on the last day of the internship, upon completion of the internship.

19. If I do not complete my internship, will I be eligible for an internship stipend?

Only interns who complete their internships are eligible to apply for tuition and/or student loan reimbursement.

20. What if I do not submit a JEAP Reimbursement Form?

Failure to submit the JEAP Reimbursement Form during the designated time period for the reimbursement will result in forfeiture of the internship stipend payment.