



## Part-Time Benefits Eligibility

### Who's Eligible to Enroll?

You are eligible to enroll in the following benefit programs if you are a regular, part-time employee working less than 30 hours per week.

## Educational Assistance

### Tuition

All part-time employees are eligible to receive a 50% tuition reduction. Any amount covered by APEI in excess of \$5,250 may be considered taxable income.

### Course Materials

Undergraduate level students will receive the APEI course materials grant. Part-time employees at the graduate level will be required to purchase course materials themselves.

### Technology Fees

The technology fee will be assessed at the time of registration for part-time employees at both the undergraduate and graduate level.

### For More Information on the Educational Assistance Plan

Student Services processes part-time employee registrations based upon the receipt of an approved APEI Continuing Education Benefit form.

If you have general questions or a payment inquiry, you may contact [studentservices@apus.edu](mailto:studentservices@apus.edu).

## Sick Time

Part-time employees will be provided 5 paid sick leave days per calendar year. Part-time unused paid sick leave does not accrue, and cannot be carried over from year-to-year unless specifically required by applicable law. Unused paid sick leave has no cash value, and under no condition will be "paid out" to part-time employees upon separation or termination of employment.

## Employee Stock Purchase Plan



Employees can purchase APEI stock at 15% below market price on the last trading day of the calendar quarter.

### Plan Summary

Most full and part-time employees are eligible to participate (must be U.S. Resident).

- Participants may select after-tax contributions of between 1% and 99%.
- Lump sum contributions are not allowed and the total value of contributions may not exceed \$21,000 annually.
- Holding Requirement: Participants are required to hold the shares for a minimum of 6 months.
- Transfer Restriction: Participants are restricted from transferring shares out of their TD Ameritrade account to another brokerage account for 24 months.
- There will be four purchase periods per year - January 1, April 1, July 1, and October 1.
- Stock purchases will be made on the last trading day of each quarter.

To start contributing to the ESPP through payroll deductions, you will need to create an account by visiting <https://www.tdameritrade.com/dbs/ape.html>.

The 401(k) Retirement Savings Plan provides you with an excellent way to save money for your retirement or other long-term financial goals. You and the Company work together by building a solid foundation for your future financial security.

## Building Your Account

Your 401(k) account can grow through your contributions and the Company's matching contributions. Most full and part-time employees are eligible to participate (you must be a U.S. Resident; Puerto Rico residents are unable to participate).

## Your Contributions

When first eligible as a new hire, you will be automatically enrolled at 5% of your earnings and your contributions will be placed into the Freedom Fund that corresponds with your retirement age, unless you specify otherwise. You may contribute from 1% to 60% of your earnings (or up to 100% of your earnings if over age 50), in whole percentages.

## Before-Tax Contributions

Before-tax contributions are deducted from your paycheck prior to paying federal and most state and local income taxes, and before any before-tax benefit contributions. You not only save for your future, but you also save by paying less in taxes now.

If you are a highly compensated employee (HCE) as defined by the Internal Revenue Code, it may be determined that you are limited in your employee contributions, if necessary, to prevent the plan from becoming discriminatory within the meaning of the federal income tax law.

## Roth Contributions

You will be eligible to designate some or all of your contribution as a Roth Deferral Contribution at the time you make your deferral election. Once made, this election will be irrevocable (that is, Roth Deferral Contributions cannot later be re-characterized as pre-tax Deferral Contributions).

If you elect to make Roth Deferral Contributions, the amount of your contribution will be included in your income for tax purposes, and the income tax withholding amounts will be deducted from the remainder of your pay, not from the Roth Deferral Contribution amount.

## Annual Contribution Limit

Current laws set certain limits on the amounts you can contribute to the plan each calendar year. In 2020, the total annual deferral maximum is \$19,500 (plus \$6,500 in catch up contributions for those 50 and older).

## Company Matching Contributions

To help you build your retirement savings, the Company, at its discretion, may choose to match your 401(k) contributions. The Company matches the first 3% of employee contributions on a dollar-for-dollar basis and the next 2% of employee contributions at a rate of 50 cents on the dollar.\*

*Example: An employee contributing 3% of pay will receive a 3% match. An employee contributing 4% of pay will receive a 3.5% match. An employee contributing 5% or more of pay will receive a 4% match.*

\* The Company is not obligated to match the employee's 401(k) and may choose to forego that practice at any time.

## Investment Options

Contributions can be invested in nearly 30 different mutual funds within the retirement savings plan. Fidelity Investments offers web and mobile platforms through which to manage your retirement account. To help you with investment decisions and retirement planning, Fidelity offers webinars, on-site workshops and other planning tools, in addition to customer support.

## For More Information on the 401(k) Plan

You may access your account online through the Fidelity Investments website at [www.401k.com](http://www.401k.com) or by calling at 800-835-5097.



This highlights APEI's benefits programs. While we tried to be as accurate as possible in developing this information, the official plan documents govern in all cases. APEI intends to continue these programs, but reserves the right to change or end them at any time. Participation in the programs does not imply a contract of employment.