

CONTINUING EDUCATION PROGRAM (CEP)

PROCEDURES FOR REIMBURSEMENT

The CEP is designed to pay for eligible expenses incurred for tuition, textbooks and basic supplies, most fees, and living expenses.

When submitting documentation to the Club for reimbursement be sure to include your current address, telephone number, and email address with all requests. Statements/Receipts for all allowable charges should be mailed, faxed, or emailed to the CEP administrator at the Club which is responsible for paying the player's CEP (generally the organization the player initially signed with). A list of the CEP administrators and their contact information can be found at www.mlb.com/scholarship. It is always advisable that all statements and receipts are submitted as early as possible. Due to the heavy usage during the fall term, please allow approximately one month for reimbursement.

Please note that taxes are required to be withheld from all payments made under the CEP; therefore, you may be responsible for paying the difference between your actual charges and the net amount of your payment.

Proper submission of bills for reimbursement under the CEP is as follows:

The following procedures must be followed when submitting statement/receipts. If not submitted properly, the player's claim will not be processed.

Tuition and Fees:

The player must provide official documentation from the school indicating the name of school he is attending, along with a breakdown of the charges for his tuition and fees. If the player is attending a traditional university or college he should indicate the semester or quarter to which the billed charges are attributable to. If the player is attending online classes or is attending a trade/vocational school, the statement must indicate the start and end dates of the classes. The player must include an official receipt from the school indicating that the charges have been paid in order to be reimbursed directly. If the player has not provided proof that he has paid the charges, the Club will reimburse the school directly.

Textbooks and Supplies:

In order to be reimbursed for textbooks and/or supplies, the player needs to submit a bill from the bookstore covering the purchase of the items. The player should be sure the receipt itemizes all of the purchases made.

Living Expenses:

Please note that reimbursement for living expenses cannot be requested until the completion of the classwork for the term and that the request must be made within 90 days of the last day of classes. Also note that living expenses are only available for those classes which are started within 10 years of the date that the player signs his first Minor League Uniform Player Contract.

The player must be living away from home in order to be entitled to money to help with the cost of his living expenses. In order to prove he is living away from home, the player must submit copy of his rental agreement and one month's rent receipt if renting. If the player owns his own home, he should submit a copy of his mortgage statement. The player must also provide proof that he completed the classes in good academic standing by submitting official transcripts for the term or the equivalent thereof if attending a trade/vocational school.

If the player attends a school which has room and board facilities but he decides to reside off campus and not purchase the school's meal plan, he shall be reimbursed to the extent he would have been charged to live and eat on campus. To be reimbursed as such, the player must provide official documentation from the school indicating the room and board rates for the quarter/semester he is attending, along with the proof he is living away from home. If the player attends a school which has no room and board facilities, or he does not submit the room and board rates for the school, the player shall receive a living allowance of \$35.00 per day for each day of the school term.

If the player resides on-campus, an official copy of the room and board charges incurred must be provided.

Expense items which the CEP will not pay include, but are not limited to:

1. Transportation to and from school
2. Parking and/or parking tickets
3. Medical insurance or infirmary charges
4. Laundry and cleaning bills
5. Clothing; jewelry; furniture; typewriters; computers (including laptops); calculators; telephones
6. Personal property
7. Fraternity or club initiation fees or dues

These items may be reimbursed, however, if the player obtains official documentation from the school indicating that the item is required for his classes.

When Club is relieved of payment:

Unconditional release of the player or his placement on the Military List shall not relieve the Club of the obligation to make such payment, but the Club shall be relieved of such obligation should the player:

1. Fail to commence studies within two years after the date he ceases to be reserved by a Major League, Minor League, foreign professional, or Independent League Club, voluntarily retires or is reserved on an Inactive List, whichever comes first, unless he again becomes reserved to a Major League, Minor League, foreign professional, or Independent League club (not on an Inactive List) within such two-year period;
2. If, after commencement of the player's participation in the CEP and after he retires or is released by a Major League or Minor League Club and is not signed again as a player by a Major League, Minor League, foreign professional, or Independent League club within the two years following his release, fails to attend school within two consecutive years of the participant's most recent participation in the CEP;
3. Be placed on the Ineligible List; or
4. Shown to have engaged in fraud to attempt to secure funds under the CEP.