



## **Tuition Assistance Program For Part-time Corporate Employees**

The Company recognizes that our employees' skills and knowledge are critical to the success of our organization. The Tuition Assistance Program encourages all regular, part-time employees' personal development by reimbursing up to \$1,000 per year for covered educational expenses. **Pre-approval is required, see approval process below.**

### **Eligibility**

#### **Employee Eligibility:**

- Regular, part-time employees of the Corporate Office who have completed at least twelve months of continuous employment (with at least twelve hours per week) prior to class start date are eligible to participate in the Tuition Assistance Program.
- Employees must remain actively employed and be performing their job satisfactorily through completion and reimbursement of each course, a leave of absence or extended absence from work may affect eligibility.

#### **Tuition Assistance Program Details:**

- Employees must receive approval from their Manager and HR prior to enrolling in any course/program.
- Employees are required to receive a passing grade of C or better in order to qualify for reimbursement.
- There is no minimum number of credit hours required for participation in the program.
- Courses need not be related to the employee's current job duties.
- Course schedules should not conflict with the employee's work schedule or interfere with job performance. However, special situations which might require minimal job interruption may be considered (upon approval by the Manager).
- Employees may be reimbursed up to a maximum \$1,000 of tuition costs and required textbooks per calendar year.

#### **Covered Educational Expenses:**

- Only courses taken at nationally recognized accredited colleges, universities and technical schools will be approved. Nationally recognized accreditations are those from the U.S. Department of Education and/or acknowledged by the American Council on Education and/or an equivalent accrediting organization. Additional information is available at <http://ope.ed.gov/accreditation/>.
- Only tuition costs and required textbooks for eligible courses at an accredited institution are covered by the program.

## **Approval and Reimbursement Process:**

**Employees must receive approval from their Manager and HR prior to program enrollment.**

### **Request for Approval Process:**

1. Eligible employees must first submit a Tuition Assistance Program Pre-approval Request prior to the start of the course/semester.
2. The Pre-approval Request will be reviewed first by the employee's Manager, and then by the HR Tuition team.
3. Employees and the approving manager will receive an email from HR Tuition confirming that the request has received all required approvals.
4. Employees must receive approval from their Manager and HR **prior to program enrollment**.

### **Reimbursement Process:**

1. **Within 90 days** of satisfactory completion of a course, employees should submit a Tuition Assistance Program Reimbursement request, a copy of their transcript (with a passing grade of C or better), a copy of the invoice and receipts for tuition costs and required textbooks.
2. Please deduct any scholarships you may have received as these do not qualify for reimbursement.
3. Employees may be reimbursed up to a maximum \$1,000 of tuition costs and textbooks per calendar year and applies to courses taken within that same calendar year.
4. Please submit only one request for reimbursement per course/semester.
5. If you do not submit the required documents listed above within 90 days after your course/semester end date, your request for reimbursement may be denied.

### **Questions:**

If you have any questions, please email [HRTuition@discounttire.com](mailto:HRTuition@discounttire.com).