



Tuition Assistance Program

For Part-time and Full-time Employees (in Store, DC, Warehouse, and Maintenance)

Discount Tire / America's Tire (the Company) recognizes that our employees' skills and knowledge are critical to the success of our organization. The Tuition Assistance Program encourages all employees' personal development by reimbursing up to \$1000 for Part-time and \$5,250 for Full-time, per year, for covered educational expenses. **Pre-approval is required; see approval process below.**

Eligibility:

- Employees who have completed at least twelve months of continuous employment 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 Regional Office 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.
- 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 and Regional Office).
- Employees may be reimbursed for tuition costs and required textbooks.

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.

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. Reimbursement for tuition costs and textbooks applies to courses taken within that same calendar year.
4. 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 contact your Regional Office.