



## Executive MBA Sponsorship Program For Full-time Corporate Employees

The Executive MBA Sponsorship Program is intended to support the business and leadership development of the Company's future leaders. The Program is available to top-performing VPs, AVPs, and Directors who have consistently demonstrated strong performance and leadership in their roles. **Pre-approval is required, see approval process below.**

### Eligibility

#### Employee Eligibility:

- Regular, full-time employees of the Corporate Office who hold the title of VP, AVP or Director are eligible to participate in the Executive MBA Sponsorship 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.

#### Executive MBA Sponsorship Program Details:

- Employees must receive approval from David Ginsberg (CCSO), and HR prior to enrolling in any course/program.
- Employees are required to maintain a 3.0 GPA or better.
- Course schedules should not conflict with the employee's work schedule. However, special situations which might require minimal job interruption may be considered (upon approval by the CCSO).
- Employees may be reimbursed up to 50% of eligible fees and expenses towards an approved MBA Program.
- Educational expense reimbursements that exceed \$5,250 per year must be included as income on an employee's W-2 and is subject to tax withholdings.
- Employees seeking reimbursement for Executive MBA Programs may be requested to agree in writing to repay the Company in full if they leave voluntarily within one year from the date of reimbursement.

#### Covered Educational Expenses:

- Only courses taken at nationally recognized accredited colleges or universities 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/>.
- Tuition costs, books, examination fees, and required laboratory fees at an accredited institution are covered by the program.

## Approval and Reimbursement Process:

**Employees must receive approval from David Ginsberg, CCSO, and HR prior to program enrollment.**

### Request for Approval Process:

1. Eligible employees must first submit an Executive MBA Sponsorship Program Approval Request Form and Program Estimate from College/University to the CCSO for approval.
2. After receiving CCSO approval, employees should submit their approved Executive MBA Sponsorship Program Approval Request Form and Program Estimate from the College/University to [HRTuition@discounttire.com](mailto:HRTuition@discounttire.com) for HR approval.
3. Employees and the CCSO will receive an email from HR confirming that the request has received all required approvals.
4. Employees must receive approval from the CCSO and HR **prior to program enrollment.**

### Reimbursement Process:

1. **Within 90 days** of satisfactory completion of a course, employees should submit an Executive MBA Sponsorship Program Reimbursement Form, a copy of their transcript (with a 3.0 GPA or better), a copy of the invoice and receipts for any covered educational expenses (tuition costs, books, examination fees, and required laboratory fees are considered covered educational expenses). Please deduct any scholarships you may have received as these do not qualify for reimbursement.
2. Employees may be reimbursed up to 50% of eligible fees and expenses towards an approved MBA Program.
3. Educational expense reimbursements that exceed \$5,250 per year must be included as income on an employee's W-2 and is subject to tax withholdings.
4. Please submit only one request for reimbursement per course/semester by email to [HRTuition@discounttire.com](mailto:HRTuition@discounttire.com).
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).