



Graduate School Assistance Program For Full-time Corporate Employees

The Company has established a Graduate School Assistance Program for the completion of business-related and/or other relevant classes at accredited institutions that would benefit the employee's growth within the Company and provide employees with the opportunity to enhance their development and increase their knowledge and skills.

The Graduate School Assistance Program is available to top-performing employees who have consistently demonstrated strong performance and leadership in their roles. Courses must be directly related to the employee's current job, an advanced position within the company, or an identifiable career path within the company in order to qualify for reimbursement. **Pre-approval is required, see approval process below.**

Eligibility

Employee Eligibility:

- Regular, full-time employees of the Corporate Office who have completed at least three years of continuous employment prior to class start date are eligible to participate in the Graduate School 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.

Graduate School Assistance Program Details:

- Employees must receive approval from their Business Segment Leader (BSL), Manager and HR prior to enrolling in any course/program.
- Employees are required to maintain a 3.0 GPA or better.
- Course schedules should not interfere with the employee's work schedule. However, special situations which might require minimal job interruption may be considered (upon approval by the BSL and Manager).
- Employees may be reimbursed up to a maximum \$25,000 of eligible fees and expenses towards an approved graduate 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 Graduate School 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 their BSL, Manager and HR prior to program enrollment.

Request for Approval Process:

1. Eligible employees must first submit a Graduate School Assistance Program Approval Request Form to their BSL and Manager for approval.
2. After receiving BSL and Manager approval, employees should submit their approved Graduate School Assistance Program Approval Request Form to HRTuition@discounttire.com for HR approval.
3. Employees and the approving manager will receive an email from HR confirming that the request has received all required approvals.
4. Employees must receive approval from their BSL, Manager and HR **prior to program enrollment**.

Reimbursement Process:

1. **Within 90 days** of satisfactory completion of a course, employees should submit a Graduate School Assistance 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 a maximum \$25,000 of eligible fees and expenses towards an approved graduate 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 withholding.
4. Please submit only one request for reimbursement per course/semester by email to 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.