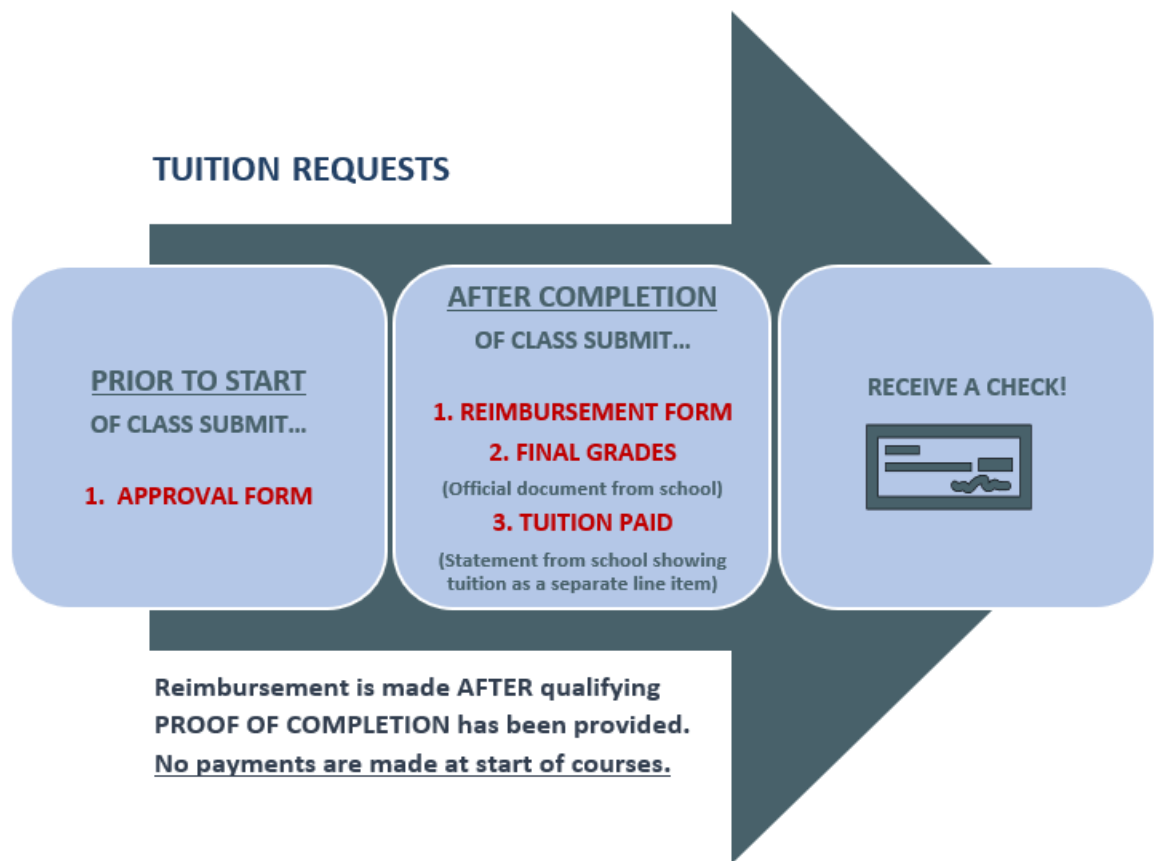


TUITION 101

Part Time Employees



Step 1: Prior to the start of class, complete the APPROVAL FORM (shown below), with the required Employee and Manager signatures, after confirming employee meets requirements for TAP. Email to darla.jekich@discounttire.com. Regional signatures will be obtained and the form will be held until classes are completed.

Step 2: Take classes.

Step 3: Once classes are completed, email the following to Darla:

- Reimbursement Form (shown below)
- Final grades* for the classes listed on the Approval Form
- Tuition and/or textbook costs*

* Grades & costs must be official documents from the school

Step 4: The regional office will confirm all documentation and submit a check request.

POLICY:



Tuition Assistance Program

For **Part-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 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 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 Regional Executives 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.
- Part-time employees must maintain a minimum of six credit hours per semester or term.
- 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 up to a maximum \$1,000 of tuition costs and required textbooks per calendar year.
- Individual courses or courses that are part of a degree program may qualify.
- Eligibility for Master's Degree courses or higher will be determined on a case by case basis and may not exceed the maximum reimbursement amount.

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 Regional Executives prior to program enrollment.

Request for Approval Process:

1. Eligible employees must first submit a Tuition Assistance Program **Approval Request Form** to their Manager **for approval prior to the start of the course/semester.**
2. Once approved by the Manager, the Manager will forward the request to the Regional Office for approval.
3. Employees will be notified directly if there is a question or if the request is denied. Otherwise, the request is approved.
4. Employees must receive approval from their Manager and Regional Executives **prior to program enrollment.**

Reimbursement Process:

1. **Within 90 days** of satisfactory completion of a course, employees should submit a Tuition Assistance Program **Reimbursement Form**, 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. 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.

APPROVAL REQUEST FORM:

Tuition Assistance Approval Request - Part Time



Tuition Assistance Program Approval Request – PT Employees (In Store, DC, Warehouse, and Maintenance)

Employee Name:

Employee ID#: Store/Department:

Hire Date: Manager Name:

Home Address: City: State: Zip:

Phone: Email:

College/University/Institution Name:

Course Name: Credit Hours:

Course Start Date: Course End Date:

Reminder: The maximum reimbursement for tuition costs and textbooks is \$1,000 per calendar year and applies to courses taken within that same calendar year.

Employee Signature: _____ Date: _____

APPROVAL:

Manager Signature: _____ Date: _____

AVP Signature: _____ Date: _____

VP Signature: _____ Date: _____

Office Use Only: Eligibility Verified? Y ___ N ___ Request Approved? Y ___ N ___

Approval Signature: _____ Date: _____

REIMBURSEMENT REQUEST FORM

Tuition Assistance Reimbursement Request - Part Time



Tuition Assistance Program Reimbursement Request – PT Employees (In Store, DC, Warehouse, and Maintenance)

Employee Name: _____

Employee ID#: _____ Store/Department: _____

Hire Date: _____ Manager Name: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

College/University/Institution Name: _____

Course Start Date: _____ Course End Date: _____

Course/Textbook Name	Credit Hours	Cost
		\$
		\$
		\$
		\$
Total:		\$

Reimburse: Full Amount from Submitted Receipts \$ _____ Other Amount (explain below) \$ _____

Reminder: The maximum reimbursement for tuition costs and textbooks is \$1,000 per calendar year and applies to courses taken within that same calendar year.

Employee Signature: _____ Date: _____

Manager Signature: _____ Date: _____

Submit this form, a copy of your transcript of the completed course with a passing grade of C or better and a copy of the receipt for tuition costs and required textbooks within 90 days of the completion of the course.
