



# TUITION ASSISTANCE BENEFIT

Manheim would like for employees to have the opportunity to continue developing professional skills and interests and will provide tuition assistance for approved, accredited college educational classes.

## **Eligibility:**

Regular full-time employees in good standing, after completing 12 months of full-time employment.

## **Tuition Assistance Available:**

Employees will be eligible for 100% reimbursement of the tuition for required classes for approved degree programs directly related to Manheim's business and books, course materials, connectivity software, etc. required for those classes only. Student Activity Fees, athletic fees, parking fees, and other similar fees are not covered by this tuition assistance policy.

Degree programs that are considered directly related to Manheim's business include, but are not limited to, Business, Management, Automotive, Finance, Accounting, Human Resources, Information Technology (IT), and Marketing/Sales. Degree programs not included in this list should be discussed with your manager or Human Resources.

An employee's degree program must be pre-approved by the location General Manager or Home Office Department Head and Human Resources prior to the employee being eligible for reimbursement for the program/class.

## **Tuition Assistance Limit:**

There is an annual reimbursement maximum of \$5,250.00 per calendar year. The annual total is determined by the year in which funds are reimbursed. (Ex: Coursework started in December, submitted and paid in January will apply to the year in which the reimbursement was paid.)

The amount of your reimbursement will be determined after deducting funds received from any other tuition assistance program (grants and scholarships.) The employee is responsible for the remaining balance, including all other fees.

There will be a maximum number of years available for tuition assistance based on degree level being pursued as follows:

- Associate's degree – up to 3 calendar years
- Bachelor's degree – up to 6 calendar years
- Graduate level and above – up to 5 calendar years

If an employee receives tuition assistance at the Associate's level, the number of years of assistance provided at that level will be applied towards the years of available assistance at the Bachelor's level.

### **Restrictions:**

- An employee must receive a passing grade of C or better in order to receive reimbursement.
- Credit courses taken on an audit (“test-out”) basis are not reimbursable.
- In no event shall credit or non-credit recreation, physical education, hobby or personal interest courses of study, whether required for a degree program or not, be eligible for reimbursement under this program.
- Job-related or career-related lectures, certifications, vocational/technical training, meetings, and conferences are not eligible for reimbursement under this program, even if offered by an approved school or organization, and would otherwise meet the standards for qualifying education. If interested in these programs, an employee should see his/her manager to determine if funds are available for employee development/training.
- If an employee is terminated, either voluntarily or involuntarily, prior to the completion of an approved course, the employee will not be eligible for reimbursement, except in the case of position elimination or a reduction in force.
- If an employee leaves the Company for any reason, except due to a position elimination or reduction in force, without completing one year of service after completion of the course(s), the money paid to the employee for tuition reimbursement must be repaid to the Company. The Company will deduct monies due from an employee’s final paycheck; any balance that may be due after the deduction from the final paycheck must be paid by the employee within 30 days from the date of termination.

### **Process:**

An employee must complete a Tuition Assistance Application and submit it to his/her manager for approval prior to beginning a new degree program or beginning a new class/course under a previously approved degree program. When seeking approval for a new degree program, the employee should submit a copy of the degree program requirements, along with his/her Tuition Assistance Application.

The manager will then submit the application for final review and approval to the GM or Home Office Department Head and Human Resources. If an employee fails to gain approval prior to start of a class session, there is no guarantee of eligibility for the program. Human Resources will return the application to the employee noting approval or disapproval.

When the employee completes the approved course(s), he/she must submit to the manager a Certification of Course Completion, along with itemized receipts indicating the costs associated with the course and documentation from the educational institution indicating course completion and grade received. Additionally, the employee must submit documentation to indicate whether grants, scholarships, etc. have been applied to the costs of tuition submitted for repayment. The employee must submit all documentation no later than 45 days after receiving grades for course in order to be eligible for tuition assistance,

Once reviewed by the manager, the original application, certification and all supporting documentation will be forwarded to Human Resources for review. If complete, Human Resources will forward to payroll for reimbursement. If incomplete or outside of policy, the manager will be notified of any needed supporting documentation or recommendations.