



# TUITION ASSISTANCE BENEFIT

## FREQUENTLY ASKED QUESTIONS FOR EMPLOYEES

### **1. Why does Manheim offer the Tuition Assistance Benefit?**

Manheim is committed to helping our employees develop their careers. The Tuition Assistance Benefit provides you with financial support and an incentive to complete your education, which can better position you to achieve your career goals. When employees continue to develop professional skills and interests, Manheim also benefits by becoming a stronger company.

### **2. Who is eligible for the Tuition Assistance Benefit, and what does the benefit cover?**

Any regular full-time employee in good standing who has worked for the company full-time for 12 months is eligible to take advantage of this benefit.

Employees will be eligible for 100% reimbursement of the tuition and books for required classes for approved degree programs directly related to Manheim's business. Student Activity Fees, athletic fees, parking fees and other similar fees are not covered by this benefit. In order to receive reimbursement, an employee must receive a passing grade of C or better.

### **3. What degree programs are covered?**

The Tuition Assistance Benefit supports degree programs (Associate, Bachelor's, and Graduate) directly related to Manheim's business, including but not limited to, Business, Management, Automotive, Finance, Accounting, Human Resources, Information Technology (IT), and Marketing/Sales. If you are considering a degree program not included in this list, you should speak with your manager or HR Manager to see if the degree program would be beneficial to your location. 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.

### **4. What is the process required to take advantage of this benefit?**

An employee must complete a Tuition Assistance Application (available on Main Street or from your HR Manager) and obtain the appropriate approvals prior to beginning a new degree program or beginning a new class/course under a previously approved degree 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. The employee must submit all documentation no later than 45 days after receiving grades for the course in order to be eligible for tuition assistance.

The employee also must submit documentation to indicate whether grants, scholarships, etc. have been applied to the costs of tuition submitted for repayment. Once approved by the manager, the original application, certification and all supporting materials 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.

**5. Is there a reimbursement limit?**

Yes, there is an annual reimbursement maximum of \$5,250 per calendar year. The annual total is determined by the year in which funds are reimbursed. For example, an employee who completes coursework in December but submits the paperwork and is reimbursed for the course in January will have those funds applied to the year in which the reimbursement was paid. So if you completed a course in December 2009, and submitted the paperwork and were reimbursed in 2010, the reimbursement you received will be applied to 2010.

**6. Is there a limit on the number of years I can receive tuition assistance?**

Yes. The number of years you can be eligible for tuition reimbursement depends in the degree you are pursuing. Any calendar year in which tuition assistance is paid out counts towards the total years of available tuition assistance for a specific degree type.

**Employees will be eligible for the following:**

- 3 full years of tuition assistance towards an Associate's degree
- 6 full years of tuition assistance towards a Bachelor's degree
- 5 full years of tuition assistance for Graduate level and above

**7. What if I fail to get approval prior to the start of a class session?**

If you fail to gain approval prior to start of a class session, there is no guarantee of eligibility for the program. Your HR Manager will return your application noting approval or disapproval.

**8. Are there any courses that are not covered by the Tuition Assistance Benefit?**

Yes. Credit courses taken on an audit ("test-out") basis are not reimbursable. In addition, 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 the Tuition Assistance Benefit.

**9. I started a course in January before the change was announced. How will this be handled?**

Courses already approved, under prior (2009) tuition reimbursement policy, are still approved but only for courses that you are currently enrolled in. You will need to complete the new Tuition Assistance Application before you can start taking any future courses under your current degree program. If you have not yet received approval for course(s)/degree program, you will need to complete the new Tuition Assistance Application to apply for the benefit and obtain the appropriate approvals. If you did not receive prior approval before beginning the course, there is no guarantee of approval.

**10. The college I attend is offering a job-related lecture for a fee. Would this be covered by the Tuition Assistance Benefit?**

No. 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 an employee is interested in these programs, he/she should see their manager to determine if funds are available for employee development/training.

**11. What happens if I leave Manheim prior to completing an approved course?**

If an employee is terminated, either voluntarily or involuntarily, prior to the completion of an approved course, he/she will not be eligible for reimbursement, except in the case of position elimination or a reduction in force.

**12. What happens if I leave Manheim without completing one year of service after completion of the course?**

If an employee leaves Manheim 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 assistance during the final 12 months of employment must be repaid to Manheim. The company may deduct monies due from the 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.

**13. Why is there a payback provision with the Tuition Assistance Benefit?**

By providing this benefit, Manheim is making a substantial investment into employees' long-term development, and we are asking the same of employees: to continue their employment with Manheim for at least one year after finishing a specific course(s).

**14. Who can I speak with if I have additional questions?**

You can speak to your manager or your HR Manager.