

# Tuition Reimbursement Policy

## Never stop learning.

As a People Powered company, we're excited to help you continue to learn and grow professionally while you work at Safelite.

As part of this commitment, we offer tuition reimbursement for active full-time and part-time associates.

## Here's how it works:

- If you are an active **full-time** associate, with at least six months of service at the time of application, you are eligible for an annual maximum of \$5,250 to apply toward the cost of tuition.
- If you are an active **part-time** associate, with at least one year of service at the time of application, you are eligible for an annual maximum of \$1,000 to apply toward the cost of tuition.
- All college courses should be job-related to any Safelite job. If a course is not clearly related to a Safelite role, rationale should be provided for reimbursement.
- All requests must be submitted prior to the start or within the first 30 days of the course. Your class schedule and tuition cost statement must be included with the request.

**There are two important steps in this process. Both steps will need to be completed prior to the start of class or within the first 30 days of class:**

- 1. Get program approved.**
- 2. Create a Purchase Authorization for each semester/quarter or session of classes you take. Enter your class schedule and tuition cost statement within the first 30 days of the course.**

- You must complete the course, receive a grade of an A+, A, A- or B+, B, B-, and submit your grades and tuition payment receipts to receive the reimbursement. Safelite will not reimburse any amounts already reimbursed by any financial assistance, scholarship, or any other financial benefit derived from public or private programs with exception of private or public loans that you are required to repay. Safelite will only reimburse the same course one time.

**Good luck with your studies!**