

Long-Lewis Auto Group

College Tuition Reimbursement Policy

Long-Lewis Auto Group is committed to supporting the continued education and professional development of our team members. Our College Tuition Reimbursement Policy is designed to encourage employees to enhance their skills and knowledge in areas that align with our business model and contribute to the overall success of our company.

Eligible employees may receive reimbursement of up to 20% of tuition costs, with a maximum reimbursement of \$1,000 per year, for coursework that is directly related to the automotive industry, business operations, public relations, finance, technology, management, or other areas deemed relevant to the Long-Lewis Auto Group business model.

Eligibility Criteria

To qualify for tuition reimbursement, employees must meet the following criteria:

- Be a full-time employee of Long-Lewis Auto Group for at least 12 months prior to applying.
- Be in good standing with the company (i.e., no current disciplinary actions or performance improvement plans).
- Enroll in courses at an accredited institution (college, university, or technical school).
- Obtain prior written approval from their Direct Supervisor, Senior Manager, and General Manager before enrolling in a course(s) and/or requesting reimbursement.

Course Criteria

Courses must:

- Be directly related to the employee's current role or potential career path within Long-Lewis Auto Group.
- Fall within fields such as business administration, marketing, finance, automotive technology, management, customer relations, or other relevant disciplines.
- Not duplicate previous coursework unless part of a progressive credential or degree program.

Reimbursement Process

Reimbursement will be processed through payroll within 30 days of submission and approval of all required documentation. Employees must:

1. Submit a College Scholarship Request Form (found on the Help Desk).
2. Submit an itemized tuition receipt to HR --- LLHR@LongLewis.net.
3. Provide an official proof-of-course-completion with a grade of "C" or better (or "Pass" in pass/fail courses) to HR --- LLHR@LongLewis.net.

Limitations

- Reimbursement is limited to \$1,000 per year and may not exceed 20% of the actual tuition cost.
- Reimbursement total is subject to the final balance owed after all other scholarships, grants, and other financial aid have been applied.
- Other costs such as books, materials, parking, and fees are not covered.
- UNA students, or students of other schools that have an MOU with Long-Lewis for discounted tuition of 20% or more, will not qualify for additional reimbursement.

Repayment Terms

If an employee voluntarily terminates employment within 12 months of receiving reimbursement, or scores lower than a "C" (or Fails a course), the reimbursed amount must be repaid to the company. It will be deducted from the employee payroll, when possible. In the event of termination, any remaining balance will be invoiced and must be paid within 30 days of the employee's termination date. Any unpaid balance after 30 days will be turned over for collection.

Policy Review and Revisions

Long-Lewis Auto Group reserves the right to review and amend this policy at any time. Final approval of reimbursement lies with Senior Management.