

Tuition Reimbursement Program and Agreement

Objective

Hall Family Investments and affiliated companies (“enterprise”) supports employees who wish to continue their education to secure increased responsibility and growth within the enterprise. In keeping with this philosophy, the enterprise has established a tuition reimbursement program for expenses incurred through approved institutions of learning as described below.

Eligibility

- Full-time
- Regular employee (not seasonal, temporary, etc.)
- Have a minimum of one year of continual service
- Complete course work is through an accredited educational institution
- The course of study must be related to the team members current position or a probable future assignment
- Team member must be degree seeking (Associate’s, Bachelor’s, Master’s, Technical Certification, etc.)

Policy and Procedure

Team members interested in participating in the Tuition Reimbursement Program must be approved into the program by the Corporate Manager of the applicable entity prior to beginning their course work. Any classes started or completed without approval of the Corporate Manager will not be reimbursed. The Corporate Manager, with Human Resources, will assess the cost, course plan, degree selection, employee’s career path, and the employee’s standing with the Company as part of the approval process. After admittance into the program, prior to starting new courses each semester (or equivalent), each new set of classes must be approved by the Corporate Manager to be eligible for reimbursement.

The Tuition Reimbursement Program is truly a reimbursement. After the team member completes the approved course work, they submit proof of class completion, final grades, and total tuition costs for the period to Human Resources. Human Resources verifies the course completion and review reimbursement with the Corporate Manager. Once approved, Human Resources will complete the Tuition Reimbursement Agreement and collect signatures from the team member. The reimbursement can then be processed.

Course work should not interfere with the team member’s regularly scheduled work day. If a required class is available only during regularly scheduled work hours, the employee may submit a written request to his or her immediate supervisor and the Human Resources Department explaining the circumstances. Recommendation from the immediate supervisor is required. Prior approval by the

Corporate Manager is needed before registering or attending such a class. If approved, the time away from work must be made up during the same workweek; otherwise it will be deducted from the employee's PTO.

Tuition is reimbursed under the following rules:

- Only actual tuition costs will be reimbursed
- Books, lab fees, parking, supplies, and other fees and costs will not be reimbursed
- The Company will reimburse up to \$3500.00 per calendar year
- Courses completed with a grade of "A" or equivalent will be reimbursed at 100% of the tuition cost
- Courses completed with a grade of "B" or equivalent will be reimbursed at 80% of the tuition cost
- No reimbursement will be given for any course completed with a grade of "C" or less or equivalent
- Courses with a Pass/Fail will be reimbursed:
 - Pass at 100% of tuition cost
 - Fail at 0% of tuition cost
- Reimbursement requests must be submitted within 30 days of completing the course work

Team members agree that by receiving the tuition reimbursement, should they terminate their employment with the enterprise prior to two years from when they receive the reimbursement, that they will refund the enterprise in full for all reimbursements that are less than two years from the reimbursement date.

The enterprise reserves the right to remove anyone at any time, with or without cause from the tuition reimbursement program. Furthermore, the Tuition Reimbursement Program does not change the "at-will" employment relations of the team member and enterprise. The team member or enterprise can terminate the employment relationship at any time with or without cause.

Employee Signature: _____

Date: _____

Corporate Manager Signature: _____

Date: _____