

Technicians' Tuition Assistance Program

Performance Automotive Network dealerships in the Greater Cincinnati area (the "Dealerships") have established this Technicians' Tuition Assistance Program (the "Program") to help eligible automotive and collision technicians further develop their skills, upgrade their performance and better prepare for broader responsibilities in the future.

Minimum eligibility requirements are:

- Must be an active regular full-time (or part-time) employee of the Dealerships who has completed a minimum of 6 months of service prior to commencement of the course;
- Submit a tuition reimbursement application (see Human Resources) to your supervisor **prior to the scheduled commencement of your course**;
- Receive **advance written approval** from your supervisor, General Manager and the human resources department;
- Remain actively employed by the Dealerships at the time of course completion; and
- Receive a qualifying grade, as noted below.

Approved Schools: Toyota T-Ten, Honda PACT, CJDR CAPS, Sinclair Community College, Great Oaks Career Campuses (Live Oaks, Scarlet Oaks, Diamond Oaks, Laurel Oaks), Butler Tech, Grant Career Center, Cincinnati State Technical and Community College, Kettering Fairmont CTC, and Gateway Community & Technical College. Management reserves the right to add or remove the eligible schools from this list at any time without notice.

Reimbursement covers actual costs of tuition and registration fees only, and is limited to a maximum of six credit hours per semester for approved courses, based on the following schedule:

<u>Grade Received</u>	<u>Maximum Reimbursement *</u>
A	100%
B	100%
P (pass/fail course)	80%
C	75%
Lower than C	None

*Reimbursement is payable in two installments, on the following dates:

- 50% payable upon successful completion of the course
- 50% payable two years following completion of the course, but only if employee remains employed with Dealerships for such period

Non-compete restriction: For six (6) months following the receipt of any reimbursement payments under this Program, employees may not seek or accept employment, directly or indirectly, from any automotive dealership or service facility located within a 30-mile radius of his/her dealership location.

Maximum reimbursement per calendar year is Five Thousand Dollars (\$5,000.00).

Please see your tax advisor regarding the income taxation consequences of tuition reimbursement payments.

Employees eligible for reimbursement from any other source (e.g., a government-sponsored program or a scholarship) will only be reimbursed for the difference between the actual course cost and any amount received from other funding source, subject to the maximum reimbursement allowable under this policy based on the grade received.

If any of the terms, conditions or restrictions of this Program are determined by a court or administrative agency to be unreasonable or unenforceable, then such provision(s) shall be divisible both as to term and geographic area so that a lesser period of time and/ or geographic area shall be enforceable.

On completion of the course, you must submit an official transcript from the school, indicating the grade received, and a bursar's receipt or other official proof of payment to the Human Resources department.

Employee benefits under this Program are in lieu of any available tuition reimbursement or educational assistance benefits under existing programs maintained by the Dealerships.