



Fargo Rentall, Inc.

1. POLICY STATEMENT

As a continuing effort to ensure RENTALL service departments are adequately staffed, trained, and equipped to handle the increasingly complex maintenance and repair requirements technicians encounter, RENTALL will provide tuition reimbursement to an eligible individual who is enrolled and is making satisfactory progress towards the completion of an approved academic program. Tuition reimbursement is paid to the individual as soon as administratively possible after all required documentation has been provided and eligibility requirements have been met. Except as noted below, tuition reimbursement will be made only for one academic semester at a time.

2. ELIGIBILITY

All active employees, excluding seasonal and/or temporary employees, of RENTALL are eligible for tuition reimbursement. Employee must work a minimum annualized average exceeding 800 payroll hours to be considered active. If an employee intends to attend college for an approved program that is not located near the individual's work location, thus making it impossible to be considered an active employee, and the individual has met all other eligibility requirements, this individual will be eligible for reimbursement after re-instatement by RENTALL. In this scenario, the individual could be eligible to receive reimbursement for two semesters at one time.

Employees must have worked for RENTALL a minimum of three (3) months within the twelve (12) month period immediately preceding the request for reimbursement; or be recommended for acceptance by the Program Director. Employee must maintain an overall performance rating of satisfactory or better. Employee must not be subject to any disciplinary action or a performance improvement plan in the 12 month period immediately preceding any request for reimbursement.

3. ACADEMICS

Individuals meeting the eligibility requirements will be eligible to receive tuition reimbursement if they enroll in an approved academic program. Academic programs must be a minimum of a 34 credit / 2 semester degree or diploma program focused on engine repair (outdoor power, power sport, or marine engine). Generally any program with this focus will meet the academic requirements of this policy; however, RENTALL's Human Resource Director will make the final determination as to whether or not college program will be considered an approved program. Eligible individuals enrolled in an approved program must have a cumulative GPA of a minimum of 2.0 at time request for reimbursement is made. Student must maintain regular contact with assigned RENTALL Manager throughout their schooling.

4. EMPLOYMENT COMMITMENT

Individuals accepting tuition reimbursement will commit to two (2) full years of full-time employment with RENTALL. In the event that the employee voluntarily resigns before completing one (1) full year of full-time employment the individual will be required to payback 100% of the tuition reimbursement received. Any voluntary resignation before completing two (2) full years of full-time employment requires a pro-rated amount equal to 1/12th for each month of employment less than 24 months be paid back to RENTALL. Employee will be bound by all RENTALL rules and procedures as identified in the RENTALL EMPLOYEE HANDBOOK. Termination by Cause tuition reimbursement parallels resignation formula. Employee will be under a 90 day probationary period following graduation. Employee must be able to pass all RENTALL pre-employment screenings.

5. ELIGIBLE EXPENSES and REIMBURDEMENT AMOUNT

Tuition Reimbursement may only be used only for actual expenses incurred for tuition, books, and academic associate fees. A maximum of up to \$1,500 per semester is eligible for reimbursement. A maximum of \$3,000 per calendar year is eligible for reimbursement. Once a degree is obtained from an eligible program for which an employee has received reimbursement, if they choose to pursue a second degree program that would otherwise be eligible for reimbursement, the employee must obtain approval and authorization for the Human Resource Director prior to any reimbursement or approval of a reimbursement application.

6. PROCESS AND PROCEEDURE

Employees wishing to be considered for tuition reimbursement must complete and submit the following to the Human Relations Director within 60 days after the end of the semester for which reimbursement is being requested.

- A. Tuition Reimbursement Request and Application form
- B. Copy of current, to-date, transcripts, or a letter on college letterhead from an academic advisor attesting to the cumulative to-date GPA and credits obtained.
- C. Receipts, invoices, or fee statements noting actual expenses incurred for tuition, books, and academic fees.

It is advised that employees contact the Human Resource Department prior to enrolling in any college program to ensure that the intended degree or diploma program will meet the eligibility requirement for tuition reimbursement. Final approval of reimbursement request will be made by the Human Resource Department after all documents have been submitted. Upon approval of the reimbursement request the employee will be notified and will receive a copy of the approved Tuition Reimbursement Request and Application form. The approved reimbursement amount will be paid to the employee on the next pay period that is administratively possible.



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7. ENFORCEMENT/RESPONSIBILITY

Human Resources will act on behalf of RENTALL management in applying the procedures of this policy and for reviewing and approving reimbursement requests when applicable and in accordance to this policy...

Applicant: _____

Date: _____

Manager: _____

Date: _____

Director: _____

Date: _____

Fargo Rentall Inc.
3201 32nd Street South
Fargo, ND 58104
701-893-1900