APPLICATION

Applies to all eligible full-time and salaried associates.

OBJECTIVE

To financially assist those Harris Teeter associates who continue their education. This program supports Harris Teeter’s commitment to encourage the personal growth and career advancement necessary for our associates to reach their full potential.

POLICY

I. APPLICATION ELIGIBILITY

A. Only those otherwise eligible associates who are actively at work are eligible to apply for tuition assistance. Associates who are on a Leave of Absence are not eligible to apply for tuition assistance.

B. Full-time hourly associates are eligible to apply for tuition assistance provided they have completed their ninety (90) days of continuous full-time service with Harris Teeter before the official first day of the quarter/semester.

C. Salaried associates are eligible to apply for tuition assistance provided they have begun employment with Harris Teeter before the official first day of the quarter/semester.

D. Application Process

1. Associates must apply for tuition assistance within fifteen (15) days of the official first day of the quarter/semester in order to be considered for assistance with that quarter/semester’s tuition.

2. The associate applies by sending a completed Tuition Assistance Application and an official receipt that indicates that quarter/semester’s tuition payment and registration to the Personnel Administration Department.

3. The Tuition Assistance Application must be completed by the associate and signed by the associate’s Store Manager, Co-Manager, Assistant Manager, or Supervisor before it is forwarded to the Personnel Administration Department.

II. Tuition Assistance Approval Guidelines

A. Tuition assistance requests will be approved in accordance with the following guidelines:

1. Courses must be taken from an accredited college, university or technical school.

2. Approved courses must fall within one of the following areas:
   a) Courses that directly relate to the associate’s job responsibilities.
   b) Courses that are taken to satisfy the requirements of an Associate’s Degree (two year degree), a Bachelor’s Degree (four year degree) or an Advanced Degree (Master’s or Doctorate degree). The degree must also directly relate to the associate’s job responsibilities or to Harris Teeter’s business/industry.

3. Attendance is to be scheduled outside of regular working hours and is not compensable time.

4. Many of our associates receive additional tuition assistance from sources other than Harris Teeter’s Tuition Assistance Program (Veteran’s educational benefits, grants, private scholarships, etc...). Only those covered expenses that exceed these additional sources of tuition assistance will be considered for payment by Harris Teeter.
5. Associates receiving additional tuition assistance must provide Harris Teeter the appropriate documentation detailing the extent of this assistance before their Tuition Assistance Application will be processed by Harris Teeter.

6. The associate must continue to satisfactorily perform their job functions throughout the duration of the quarter/semester.

7. All Tuition Assistance Applications are approved individually and decisions are based on the guidelines set forth in this policy. Approvals on courses or degrees that may be questionable will be decided at the discretion of Harris Teeter’s Tuition Assistance Committee. Harris Teeter will select a Chairperson, two (2) salaried associates, and two (2) hourly associates to serve on this committee.

III. Tuition Assistance Payment Schedule

A. Harris Teeter will pay a maximum of $2000 per school year for undergraduate courses (including any required summer courses), $3000 per school year for graduate courses (including any required summer courses). A school year is defined as two (2) semesters (course length of 11-13 weeks) or three (3) quarters (course length of 6-8 weeks).

B. If the associate is pursuing a Bachelor’s Degree from a “fast track” accredited college or university, the maximum amount of funds that will be paid will be $6,000 for the completion of the degree. An example of this type of degree could be pursued at Montreat College, Charlotte. Please refer to section II.A.2.b. for explanation of degrees.

C. Covered expenses include: tuition, registration fees, laboratory fees and student activity fees. Parking fees are covered only if already included in the activity fees.

D. Books and other fees are not covered expenses.

E. Assistance amounts are based on each individual grade earned in the course work. Upon completion of the course(s), the associate may receive assistance as follows:
   1. A grade of “A” - 100% Payment of Tuition
   2. A grade of “B” - 75% Payment of Tuition
   3. A grade of “C” - 50% Payment of Tuition
   4. A grade of “Satisfactory” or “Passing” - 50% Payment of Tuition
   5. If a grade of “D” or below is earned, then there is no payment of tuition for that course.

IV. Tuition Assistance Payment Guidelines

A. Actively employed associates who change their employment type from part-time to full-time/salaried or vice versa during a quarter /semester will be considered for tuition assistance based on their employment type on the last day of the quarter/semester.

B. In order to receive tuition assistance, otherwise eligible associates must be actively employed on the actual day that tuition assistance payment is received. Individuals whose employment with Harris Teeter has terminated are not eligible to receive tuition assistance.

C. Payment of tuition assistance is made after the grade report for the quarter/semester is received by the Personnel Administration Department. Grades must be received by the Personnel Administration Department within sixty (60) days from the official last day of the quarter/semester to be considered for payment.

V. Tuition Assistance Repayment

If an associate terminates their employment, Harris Teeter reserves the right to request full reimbursement of tuition assistance benefits paid on their behalf in the year (365 days) prior to their termination.
HARRIS TEETER
TUITION ASSISTANCE APPLICATION

FULL TIME ONLY

ASSOCIATE INFORMATION
LAST 5 DIGITS ONLY
Social Security Number ________________________________

Last Name ____________________________ First Name ____________________________

Address ________________________________

City ____________________________ State _____ Zip ______

Home Phone ________________________________

WORK INFORMATION

Store/Location # ____________________________ Job Title ____________________________

Circle Your Current Employment Status: Full-time Salaried

Date of Employment ________________________________

COURSE INFORMATION

School/College Attending ________________________________

College Major (where applicable) ________________________________

List Courses In Which You Are Enrolling:

1. __________________________________________ 4. __________________________________________

2. __________________________________________ 5. __________________________________________

3. __________________________________________ 6. __________________________________________

Course Length: Semester ________ Quarter ________ (circle one)

Other (explain) ________________________________

Continue on back
Please Check The Degree Program In Which You Are Enrolled:

Job Related  
Associate  
Bachelor  
(2 year degree)  
(4 year degree)  
Master  
Doctorate  

Please describe how the courses and/or degree directly relate to your job responsibilities or to Harris Teeter business industry.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Please check the school year you will be in when course(s) begin:

Freshman  
Sophomore  
Junior  
Senior  

Date Course(s) Begins  
Date Course(s) Ends  

Total Tuition Cost $  

GENERAL INFORMATION
1. A receipt showing payment and registration must accompany your Tuition Assistance Application.

2. The Tuition Assistance Application must be received by the Personnel Administration Department within 15 days of the official first day of the quarter/semester.

3. Refer to Policy P-46-A for more detailed information or call the Personnel Administration Department.

BY SIGNING THIS APPLICATION, I AM ALSO GIVING HARRIS TEETER, INC. THE AUTHORIZATION TO OBTAIN ANY AND ALL FINANCIAL RECORDS WHICH WILL INDICATE THE EXTENT TO WHICH ANY GRANTS, SCHOLARSHIPS, AND/OR OTHER FINANCIAL AID HAVE BEEN PAID TO OR RECEIVED BY ANY PERSONS OR ORGANIZATIONS FOR THE PURPOSE OF PAYING MY TUITION AND/OR OTHER APPLICABLE FEES.

_________________________________________  ____________________________
Applicant Signature  Date

_________________________________________  ____________________________
Store/Location Manager Approval  Date

Return to: Benefits Department