OBJECTIVE
To financially assist those eligible part time Harris Teeter associates who wish to continue their education through reimbursement of certain qualifying education expenses. This program supports Harris Teeter's commitment to encourage the personal growth and career advancement necessary for our associates to reach their full potential.

ELIGIBILITY
Individuals classified by Harris Teeter as part-time associates, who are actively employed or on an approved Educational Leave of Absence and have completed 90 days of continuous service are eligible to apply for the Part Time College Assistance Program.

APPLICATION PROCESS
Eligible part-time associates with Harris Teeter must apply for the college assistance program 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.

Associates apply for the college assistance program by submitting to the Benefits Department:

- A completed Part Time College Assistance Application Form
- Receipt of tuition cost and fees
- At the end of each quarter/semester, associates must submit the corresponding college, university or technical school transcript(s) for the classes taken. In addition, a detailed statement of account must be submitted, identifying tuition costs, fees, and any grants/scholarship monies received.

APPROVAL GUIDELINES

- Courses must be taken from an accredited college, university or technical school.
- The course of study must satisfy the requirements of an Associate's Degree (two year degree) or a Bachelor’s Degree (four year degree). The degree and any individual job related courses and certifications must also be directly related to the associate's current job, or to an identifiable career path within Harris Teeter, for which the associate would be a likely candidate in the foreseeable future. In addition, the course or courses must be consistent with Harris Teeter’s business needs and workload. Harris Teeter has the sole discretion to determine whether a course relates to an associate's current job duties or a position in the foreseeable future and whether education assistance is consistent with Harris Teeter’s business needs and workload. Examples of programs and courses not considered job related include, but are not limited to, Golf Course Management, Aeronautical Engineering, Nursing, Dental Hygiene or Cosmetology.
- Associate must submit an application for reimbursement within fifteen (15) days of the official first day of the quarter/semester for each quarter/semester reimbursement is requested
- In January of each year, only tuition expenses for courses completed between January 1st and December 31st of the preceding calendar year will qualify for reimbursement (program reimbursement does not include fees, books, housing or meals).
- Associate must have earned a cumulative minimum grade point average of 2.0 (on a 4.0 scale).
- Associate must be actively employed or on an approved Educational Leave of Absence on the day payment is made.
PART TIME COLLEGE ASSISTANCE REIMBURSEMENT CREDITS

The amount of Part Time College Assistance available to eligible associates is based on prior fiscal year (October 1st - September 30th) hours worked and number of years of service.

You will receive, for each year you are eligible for the program (beginning with the 1999 - 2000 fiscal year), credit for each hour worked in the preceding fiscal year up to a maximum of 1000 hours worked per fiscal year. Reimbursement credits are based on the following schedule:

- **1st Year of Eligible Service** = $1.00 credit for each hour worked
- **2nd Year of Eligible Service** = $1.25 credit for each hour worked
- **3rd Year of Eligible Service** = $1.75 credit for each hour worked
- **4th Year of Eligible Service** = $2.25 credit for each hour worked
- **5th Year of Eligible Service** = $2.75 credit for each hour worked
- **6th Year of Eligible Service** = $3.25 credit for each hour worked

Program credits accumulated for a fiscal year but not awarded with respect to that year will be forfeited.

CHANGE IN EMPLOYMENT STATUS

If your employment status changes to full time, your reimbursement will be based on the hours you worked while in part time status. Tuition expenses incurred while in full time status would be reimbursed based on the provisions of the Full Time College Assistance Program Policy.

REIMBURSEMENT PAYMENT

The amount of tuition expenses eligible for reimbursement will be determined by taking the total cost of your tuition less any grants and/or scholarships awarded. You will be reimbursed the lesser of 1.) the actual amount of the reimbursement credits awarded; 2.) your net tuition cost. Total reimbursement for each calendar year will not exceed one thousand dollars ($1000.00). Reimbursement payments will normally be issued as soon as practicable following January 31st and will be included in your regular paycheck.

GENERAL INFORMATION

Harris Teeter reserves the right to change or terminate the program at any time. Nothing in this program is intended to create a contract of employment, entitle any associate to future employment or guarantee the payment of any benefits under the program. Harris Teeter will interpret and administer the program and will make decisions regarding eligibility for the program and amount of program reimbursement awarded to eligible applicants in its sole and absolute discretion.
APPLICATION FOR PART TIME COLLEGE ASSISTANCE
*must be submitted within 15 days of start date of semester/quarter*

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Circle your status for the quarter/semester being applied for:
- [ ] Freshman
- [ ] Sophomore
- [ ] Junior
- [ ] Senior

Circle the program in which you are enrolled:
- [ ] Bachelor Degree
- [ ] Associate Degree
- [ ] Technical Program Certificate

The following documents must be submitted with this application:

- [ ] A copy of a receipt or billing statement showing a breakdown of tuition cost and fees. (can be printed from your school's online web-site)

When the quarter/semester is completed, the following must be submitted:

- [ ] A transcript (can be printed from your school's online web-site) or other similar documentation from an accredited college, university or technical school showing:
  - [ ] Enrollment
  - [ ] An indication of course of study, degree, major or other declared emphasis of study
  - [ ] Grades for courses completed for the quarter/semester applied for
  - [ ] Minimum cumulative grade point average (GPA) must be 2.0 (on a 4.0 scale)

- [ ] A detailed statement of account, identifying tuition costs, fees, and any grants/scholarship monies received for semester.

By submitting this application, I am requesting reimbursement for qualifying tuition costs under the Harris Teeter Part Time College Assistance Program. I certify that the information contained in and accompanying this application is accurate, true and complete. I understand that the amount of the reimbursement awarded will be based on the program guidelines and determined by Harris Teeter in its sole discretion. I further understand that my application for the college assistance program must be submitted to the Benefits Department within 15 days of the course(s) start date. All transcripts/statements of account must be submitted at the end of each semester/quarter, and received by the Benefits Department by no later than January 31st of the year following the completion of the course. Reimbursement payments will be made beginning in January, for all classes completed during the previous calendar year.

In the event that I am not able to provide adequate transcript/statements of account, I authorize Harris Teeter, Inc. to request and obtain any and all financial records that 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.

____________________________________       ________________________________
Applicant's Signature      Date

Return form to Harris Teeter, P.O. Box 10100, Matthews, NC 28106-0100  Attn: Benefits Department