



Tuition Reimbursement Program 2024

One of our core values at etrailer.com is always learning. To live out this value, we are offering our teammates tuition reimbursement to help them along their journey of further education. Tuition reimbursement is a teammate benefit through which etrailer.com reimburses up to \$5,000 per calendar year per teammate to help cover the cost of these endeavors. This program is intended for teammates looking to advance their education as it relates to their career path at etrailer.com.

- **Who is eligible?** Full-time active teammates who are in good standing with etrailer.com.
- **How do you request reimbursement?** Send an email to alwayslearning@etrailer.com with your official course description to see if it qualifies for reimbursement (please CC your team lead and department manager). If approved, a follow-up email with proof of cost will need to be sent to alwayslearning@etrailer.com prior to completion of your course or courses. Teammates are encouraged to submit their official course description for approval prior to payment.
- **What qualifies for reimbursement?**
 - Instructor-led professional development or college coursework that is related to an existing department/role at etrailer. Upon completion of the coursework, you must forward your grade of "C" or better ("pass" if course is "pass/fail") to alwayslearning@etrailer.com.
 - Successfully completed independent self-study that is related to an existing department/role at etrailer. Upon completion of the coursework, you must forward your grade of "C" or better ("pass" if course is "pass/fail") to alwayslearning@etrailer.com.
 - Self-improvement material that is relevant to etrailer (i.e., 7 Habits book, leadership books, etc.) Maximum of \$200 per calendar year. Send an email to alwayslearning@etrailer.com prior to purchase to confirm if eligible for reimbursement.
- **When will you receive reimbursement?** Reimbursements will be provided through payroll within 30 days of your passing grade being received. Since this is a reimbursement, it will not be taxed and will show up on your paystub.
- **Have a question?** Send an email to alwayslearning@etrailer.com with any questions regarding tuition reimbursement or to see if something would qualify for reimbursement.