

TUITION REIMBURSEMENT

PROGRAM OVERVIEW AND GUIDELINES



Mister Car Wash is proud to introduce the Tuition Reimbursement Program to help support the growth and development of our employees. This program is open to all Mister employees (excluding Director level and above) who have been with the company for six consecutive months at the time of application and are 16 years of age or older.

Employees can submit an application to be reimbursed up to \$2,000 per calendar year for tuition, fees, books, and/or supplies after completing eligible courses. To be eligible, courses must be taken at an accredited educational institution for any of the following:

- GED program
- English as a Second Language (ESL) program
- Trade certification program applicable to Mister business (e.g., engineering, mechanical, HVAC)
- Associate, baccalaureate, or graduate degree

To be eligible for reimbursement, the employee must achieve a passing grade of “C” or better, or pass for a pass/fail in the eligible course, and cannot be on any performance improvement plan at the time of application.

Mister will establish a specific budget for this program each year and will approve eligible reimbursement applications until the budget is exhausted. At least 90% of the budget will be allocated to field employees.

Reimbursements will be processed through payroll on the next regularly scheduled paycheck following the approval of the application.

PROCESS

Once you have successfully completed an eligible course, you can apply for tuition reimbursement by opening the *Tuition Reimbursement Request* application in the *Forms* section of Dayforce. You must complete all required fields and attach receipts and transcripts for your application to be considered complete.

The Benefits Team will review all applications for eligibility and completeness. If additional information is required, the employee will be contacted. If the application is approved, the employee will be notified and reimbursement will be processed with the next regularly scheduled payroll. All reimbursement payments will be subject to available budget.

Tuition reimbursement up to \$5,250 per calendar year is not considered taxable income, so no taxes or other deductions will be withheld from reimbursements.

QUESTIONS

If you have questions about any part of the process, please call the HR Helpline at 844-529-7392 or email hrhelp@mistercarwash.com.