

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 twelve 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 applicable to Mister business.
- Professional certifications directly applicable to your current position at Mister.

To be eligible for reimbursement:

- Employee must achieve a passing grade of “C” or better or pass for a pass/fail in the eligible course
- The employee cannot be on any performance improvement plan at the time of application
- The employee must have an FGP score 2.5 or higher
- The course must begin after the employee’s hire date with Mister
- The employee’s employment status must be “active” on the date tuition reimbursement is paid
- Application and supporting documentation for reimbursement must be received no later than 90 days after a course is completed.

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.

In the event an employee separates from Mister, either voluntarily or involuntarily, within 12 months of receiving reimbursement they will forfeit their reimbursement and must repay any funds that were received.

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 the available budget.

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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.