

Lowe's Tuition Reimbursement Program Summary

Lowe's provides a Tuition Reimbursement Program to help employees improve their current job performance, as well as prepare them for advancement to other positions within Lowe's. This benefits not only the employee, but also Lowe's.

Employee participation in the Tuition Reimbursement program is strictly voluntary, outside of regular business hours, and is not considered working time.

Lowe's has partnered with TuitionHelp™ to assist with the administration of this program. Visit www.Lowes.TuitionHelp.com for detailed information on this program as well as extensive information on choosing a college program, planning for enrollment and managing expenses. Call a TuitionHelp™ Student Aid Advisor at **1-877-447-0584** to get started.

Plan Summary

Who is eligible?

- Full-time, regular employees in active status, with one year of service are eligible for participation.

What is the benefit?

- Reimbursement is available for on-campus and/or on-line tuition for core curriculum and electives required to attain an Associate, Bachelor, Masters or Doctoral degree from an accredited school.
- This benefit is up to \$2,500 per "fiscal year" for full-time employees and designed to reimburse employees for expenses not reimbursed through grants or other means, excluding student loans. ****Please note: If you choose not to accept federal or state student aid awarded to you (excluding loans), the reimbursement amount will be reduced by the amount of aid declined.**
- The "fiscal year" used to determine your maximum reimbursement benefit amount is determined by the conclusion of the course(s) eligible for reimbursement. This will not necessarily follow a traditional calendar year.
- Employees must be active or on an approved leave of absence to receive reimbursement.
- Courses leading to Associate and Bachelor degrees will be approved for any college curriculum.

- Courses leading to Master and Doctoral degree programs must assist the employee in the performance of his/her current position or prepare him/her for advancement to other positions within Lowe's.

What is covered?

- 100% of tuition and lab fees
- 50% of books
- Up to a maximum of \$2,500 per fiscal year for full-time employees

What is not covered:

- Parking
- Fees, such as activity, technology, or library fees, etc.
- Personal materials and study aids, etc.
- Classes leading to certificates or completion less than an Associate degree.

Please note: Registering for a class does not entitle an otherwise eligible employee to reimbursement and employees should not delay registration solely on a pending reimbursement approval.

What are the conditions of reimbursement payments:

- Tuition reimbursement application
- Employee receiving a “C” or better, or a “Pass” in pass/fail courses
- Submitting the required materials and documentation to the T & E Expense System
- Reimbursement requests must be submitted within three months of course completion
- Employee must be active, or on an approved leave of absence to receive reimbursement
- Acceptance of any federal and state student aid award offered to the employee

Employee Responsibility:

- Contact the TuitionHelp™ program by phone at 1-877-447-0584 to talk with a Student Aid Advisor who will:
 - define eligibility
 - assist with college/course selection
 - proceed in collecting the necessary information to complete the tuition reimbursement application based upon eligibility status
 - complete the Federal Application for Student Aid (FAFSA) to assist with Federal and State Grant eligibility
 - prepare the College Cost & Planning Report for applicable employees
 - identify next steps in the tuition reimbursement process
- Download, print and sign the Tuition Reimbursement Application
- Obtain appropriate approval for participation in the Tuition Reimbursement Program from
 - Store locations-approval by HR Manager
 - RDC locations-approval by HR Coach/Manager

- CSC locations-approval by Supervisor or Manager
- Register for class and pay for tuition, books, etc. Retain all receipts, which are needed for reimbursement
- Complete the course and obtain a “C” or better
- Upon completion of the course and receipt of grades, submit required documents for reimbursement through the T & E Expense System
 - The following documents are required to fulfill the final processing of a tuition reimbursement expense report and must be submitted within three months of course completion:
 1. Tuition Reimbursement Program Application
 2. Grade Transcript
 3. Copy of the Award Letter and itemized bill from the school (detail of any Federal or State student aid received)
 4. Book receipts (with courses names indicated)

Please Note- Reimbursement will be made within five business days of notice of final approval if the employee has direct deposit. If the employee receives paper payroll checks or uses payroll cards, reimbursement will be based on the normal payroll schedule. During peak times, payment may take up to 21 business days.

More questions? – see the Frequently Asked Questions located on myloweslife under the My Work/Life tab, contact TuitionHelp™ at 1-877-447-0584, or send your questions to the Tuition Reimbursement email box.

HR, Manager or Supervisor Responsibility:

- *Direct all employees interested in tuition reimbursement or education related benefits to TuitionHelp™ to begin the process*
- *Upon receipt of the tuition reimbursement application by the employee, approve or deny based on the tuition reimbursement policy guidelines and associated eligibility criteria for each employee*
- *If classes lead to a Master’s or Doctoral degree, confirm the degree program will assist the employee in the performance of his/her job or help prepare him/her for advancement to other positions within Lowe’s*
- *Sign the form and return to the employee (employee will include the form with the other required documents when submitted to the T & E Expense System)*

More questions? – see the Frequently Asked Questions located on myloweslife under the My Work/Life tab, contact TuitionHelp™ at 1-877-447-0584, or send your questions to the Tuition Reimbursement email box.