and equipped to handle the increasingly complex maintenance and repair requirements technicians encounter, RENTALL will provide tuition reimbursement to an eligible individual who is enrolled and is making satisfactory progress towards the completion of an approved academic program. Tuition reimbursement is paid to the individual as soon as administratively possible after all required documentation has been provided and eligibility requirements have been met. Except as noted below, tuition reimbursement will be made only for one academic semester at a time.

2. ELIGIBILITY

All active employees, excluding seasonal and/or temporary employees, of RENTALL are eligible for tuition reimbursement. Employee must work a minimum annualized average exceeding 800 payroll hours to be considered active. If an employee intends to attend college for an approved $\& OE \ P OE \ u \ S Z \ S \ employee, and the individual has met all other eligibility requirements, this$ individual will be eligible for reimbursement after re-instatement by RENTALL. In this scenario,the individual could be eligible to receive reimbursement for two semesters at one time.

Employees must have worked for RENTALL a minimum of three (3) months within the twelve (12) month period immediately preceding the reques TETBT1 0 0 1 108.02 277.73 Tm -0.013 Tc[re)]TETBT1 0 0

4. EMPLOYMENT COMMITMENT

Individuals accepting tuition reimbursement will commit to two (2) full years of full-time employment with RENTALL In the event that the employee voluntarily resigns before completing one (1) full year of full-time employment the individual will be required to payback 100% of the tuition reimbursement received. Any voluntary resignation before completing two (2) full years of full-time employment requires a pro-rated amount equal to 1/12th for each month of employment less than 24 months be paid back to RENTALL Employee will be bound by all RENTALL rules and procedures as identified in the RENTALL EMPLOYEE HANDBOOK. Termination by Cause tuition reimbursement parallels resignation formula. Employee will be claudef ar9@idayursebaeiotna@/3(e)@(d)@(loo)vift(g)/3(loo)?f(g)/3(loo

5. ELIGIBLE EXPENSES and REIMBURDEMENT AMOUNT

Tuition Reimbursement may only be used only for actual expenses incurred for tuition, books, and academic associate fees. A maximum of up to \$1,500 per semester is eligible for reimbursement. A maximum of \$3,000 per calendar year is eligible for reimbursement. Once a degree is obtained from an eligible program for which an employee has received reimbursement, if they choose to p6(r)1ed



7. ENFORCEMENT/RESPOSIBILITY

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Human Resources will act on behalf of RENTALL management in applying the procedures of this policy and for reviewing and approving reimbursement requests when applicable and in accordance to this policy...

Applicant:	Date:
Manager:	Date:
Director:	Date:

Fargo Rentall Inc. 3201 32nd Street South Fargo, ND,