



4RIVERS
EQUIPMENT

SPONSORED
SERVICE TECHNICIAN



4RIVERS SPONSORED TECHNICIAN TUITION REIMBURSEMENT AGREEMENT

This Agreement is made by _____ ("Employee").

Employee understands and agrees to the following:

1. 4Rivers will reimburse Employee up to 100 percent of tuition costs (includes registration/tuition fees and books) paid by the Employee in order to obtain his/her _____ degree/certification from an approved college/university/vocational school, provided that Employee graduates and/or obtains the degree/certification with an overall grade point average ("GPA") of 2.5 or better, and maintains full-time employment with 4Rivers (at any of its locations) for three (3) continuous years immediately after obtaining his/her degree/certification.
2. Employee agrees to submit 4Rivers' Tuition Reimbursement Application and to obtain written approval by his or her manager.
3. Employee agrees to provide 4Rivers with copies of all statements/receipts reflecting the amount of the tuition paid (such as a tuition statement or receipt of payment for tuition) from the school and grade report/transcript within 90 days after obtaining his/her degree/certificate.
4. 4Rivers will reimburse Employee for all properly documented tuition on a schedule of four (4) equal payments made each year of full-time employment until the three (3) year employment requirement is fulfilled (twelve (12) payments total). If Employee voluntarily leaves or is involuntarily terminated for reasons other than job elimination during the first two (2) years of his or her employment, Employee agrees to repay to 4Rivers the full amount of any reimbursement received up to a maximum of two (2) years reimbursement.
5. Employee agrees that if he or she receives an overall performance review rating of "unsatisfactory" or receives corrective action for performance, the Employee becomes ineligible for reimbursement. Employee may complete courses outstanding at the time of the unsatisfactory performance rating but is ineligible to be reimbursed for courses enrolled in after he or she received this performance rating or corrective action. Employee will remain ineligible for reimbursement unless and until a minimum of 90 days, or employee receives a performance review of "satisfactory" or resolves any stated performance issues.
6. To the extent allowed by applicable law, Employee authorizes payroll deductions of the amount owed 4Rivers under the above-stated provisions, should payback be due. To the extent that the payback is not accomplished through payroll deductions, Employee shall remit the balance due within 15 days, or on other terms set forth by 4Rivers. Acceptance by 4Rivers of a partial or untimely payment shall not change these repayment terms or obligation.
- 7. This Agreement is not an employment contract. Nothing in this Agreement is intended to alter Employee's status as an at-will employee.**

8. All provisions of the 4Rivers' Tuition Reimbursement Policy not specifically contained in this Agreement shall apply. The Tuition Reimbursement policy that applies is the policy version in effect at the start of the course.

9. This Agreement cannot be waived or modified except by written agreement signed by both parties. In the event any provision of this Agreement is held to be unenforceable by an arbiter or court of law, the remainder of this Agreement shall remain in full force and effect, and shall be binding upon the parties hereto as if the individual provision were not part of this Agreement.

10. Employee or 4Rivers may terminate this Agreement for any reason during the 90 days following Employee's execution of this Agreement by providing written notice of cancellation to the other. Notice to employee shall be deemed delivered if sent by electronic mail or first class mail to the addresses listed in Employees Tuition Reimbursement Application.

Employee Signature _____

Date: _____

SAMPLE

4RIVERS SPONSORED TECHNICIAN TUITION REIMBURSEMENT APPLICATION

Instructions:

1. Complete the Employee Information and Employee Registration Pre-Approval Information sections below.
2. Attach a Degree Program description from the institution that includes an overview of the program and the required curriculum. (Must list all classes/courses required, the number of credit hours, and the cost per credit hour for each)
3. Once you have completed this form, send to the Office Manager for review and approval.
4. 4Rivers will notify you of approval or denial as soon as possible. ***If approval is given, Employee must sign a Tuition Reimbursement Agreement***

EMPLOYEE INFORMATION			
Employee Name:		Employment Date:	Current Dept/Org:
EMPLOYEE REGISTRATION / PRE-APPROVAL INFORMATION			
Institution: <i>(School/Facility Name)</i>	Location: <i>(where the institution is located)</i>	Degree Program Name:	
		Degree Major:	
Degree Program Description: <i>(attach supporting documentation, including curriculum and cost per credit hour)</i>			
# of Credit Hours Required:	Estimated Completion Date:	Provide cost details per credit hour or by quarter or semester <i>(books, lab fees, etc.)</i>	
How does the degree or other coursework relate to your career plan at 4 Rivers? <i>(Please respond in a separate document and attach.)</i>			
Employee Signature:		Date:	

MANAGER/SUPERVISOR APPROVAL *(to be completed by manager/supervisor)*

How will this degree or coursework benefit the employee's 4Rivers career and how will 4Rivers directly benefit?

Manager/Supervisor

Signature:

Date:

SAMPLE

4RIVERS SPONSORED TECHNICIAN TUITION REIMBURSEMENT POLICY

The policy will pay reimbursement of up to 100 percent of tuition expenses as follows:

Employee must complete the 4Rivers Reimbursement Application and receive approval for reimbursement.

It is intended that the first \$5,250.00 of tuition reimbursement provided to an employee under this Policy each calendar year shall be excluded from employee's gross income under Section 127 of the Internal Revenue Code.

In order for tuition reimbursement to be granted, employee must obtain the approved degree/certification with an overall grade point average of 2.5 or better and maintain full-time employment with 4Rivers (at any of its locations) for three (3) continuous years immediately after obtaining his/her degree/certification.

"Tuition" shall mean registration/tuition fees and books.

All employees, including new hires, are eligible to participate in the Tuition Reimbursement program.

Time needed for formal education will be limited to the employees personal time off, vacation or unpaid leaves of absence. Occasional time allowances can also be made between the supervisor and employee to participate in required activities such as examinations, registration, etc. It is expected that employee will work part-time (20 hours per week) during his/her schooling.

Employee must apply for and be pre-approved for tuition reimbursement before enrolling in courses for which reimbursement is sought unless otherwise approved by management.

Following approval of the Reimbursement Application, the employee must sign and submit the Tuition Reimbursement Agreement.

Nothing in this Policy, the Tuition Reimbursement Agreement, or the Tuition Reimbursement Application shall alter an employee's status as an at-will employee.

Please see your manager or a member of the management team if you have questions regarding this policy.

HOW DOES IT WORK?

FIRST, WHAT IS THE 4R TECH SPONSORSHIP PROGRAM?

Our program is a two year equipment technician program tailored to amplify technical and professional expertise and competency of the incoming dealership technician. Each subject is thoroughly coached in the classroom, as well as, gaining in-dealership experience!

SIGN UP FOR THE 4R PROGRAM

4Rivers Equipment is committed to assisting you every step of the way! We will provide you with training-related part-time employment and serve as mentors during the work experience periods. 4Rivers will also supply you with eleven uniforms!



TUITION PAID WHEN YOU FINISH 3 YEARS AS AN EMPLOYEE AT 4RIVERS!

When you graduate with a minimum of a 2.5 GPA and complete three years of service at any of our locations in the beautiful states of Colorado, New Mexico or Texas, we will reimburse your tuition! Plus, keep that Snap-On toolbox!



WE PROVIDE YOU WITH BRAND NEW SNAP-ON TOOLS!

Don't worry about getting enough tools for class! As soon as you start, 4Rivers will provide you with a BRAND NEW Snap-On toolbox complete with Snap-On tools to get the job done!



WHAT NOW?

FILL OUT THE SECTION TO THE RIGHT AND GET STARTED!





JOHN DEERE

4RIVERS
EQUIPMENT



OUR LOCATIONS

Fort Collins, CO

Frederick, CO

Colorado Springs, CO

Pueblo West, CO

Farmington, NM

Hobbs, NM

Albuquerque, NM

El Paso, TX

Las Cruces, TX

4RIVERSEQUIPMENT.COM