

EVERY SEASON STARTS AT



TUITION REIMBURSEMENT PROGRAM

Salaried Associates



Overview

The Tuition Reimbursement Program is designed to help our associates continue to learn and grow professionally.

This program will reimburse you for tuition and books based on the grades you receive in a job-related degree program at an accredited college or university.

Who's Eligible?

All salaried full-time associates at the Store Support Center, Distribution Center and Store locations are eligible.

You must be an active associate or on an approved leave of absence when you submit the forms and at time of reimbursement.

You must have a satisfactory performance rating, and you cannot be on a performance improvement action plan when you submit your form for approval or receive reimbursement.

What are the Benefits?

- Up to \$2,500 annually for Undergraduate degrees
- Up to \$5,000 annually for Graduate degrees
- Up to \$10,000 annually for the SSC on-site MBA program

Reimbursement is based on the year in which class is taken.

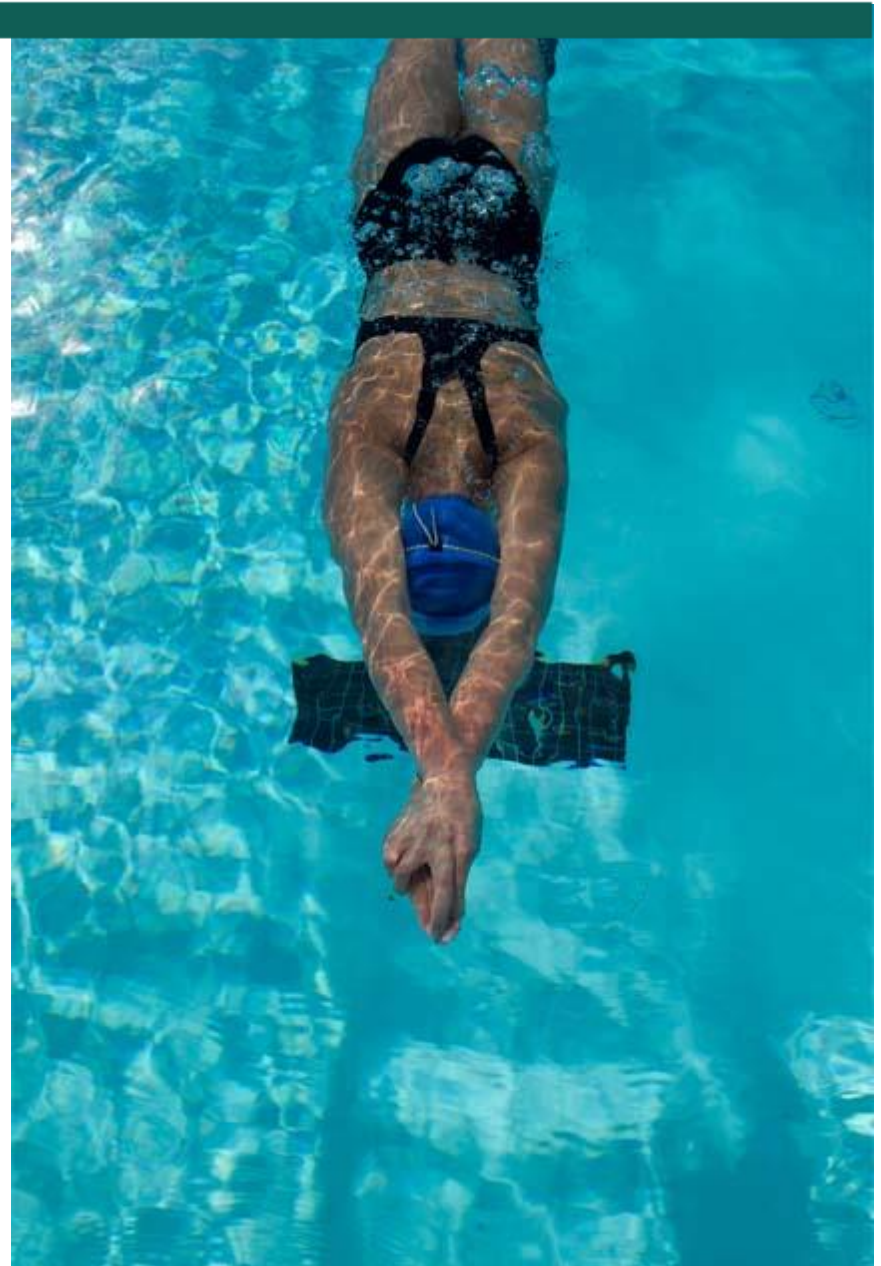
What is the Criteria?

The level of reimbursement will depend on your final grade in the course.

Final Grade	Reimbursement (based on schedule)
A	100%
B	100%
C	100%
D or F	0%
Pass*	100*

*When the course is offered only a Pass/Fail basis

No reimbursement will be granted for D, F or Fail when Pass/Fail is elected as an alternative to traditional grades.



Are there Any Exclusions?

The following courses or items are not eligible for reimbursement:

- Lab fees
- Courses at non-accredited schools or colleges – search [here](#) for a list of accredited schools
- Workshops, seminars, forums, clinics
- Audited classes
- Professional or accreditation exams
- Courses which are not part of a degree program

Some of these items may be covered under your department's training budget. Please talk to your manager if you wish to pursue training that is not covered by the Tuition Reimbursement Program.

What if I leave the Company?

If your employment terminates within 12 months of receiving a reimbursement from the plan, you will be required to repay 100% of the reimbursement. If your employment terminates within 13 to 24 months following reimbursement, you will be required to repay 50% of the reimbursement.

How do I Apply?

Prior to beginning a program for which you are seeking reimbursement, complete the Tuition Reimbursement Approval Form. This form is to verify that the upcoming course is for a job-related degree program.

Within 60 days of completing the course send your grade report in to HR Solutions along with your Tuition Reimbursement Request Form. Forms are available on DSGN. All forms should be sent to the HR Solutions Department with proper approvals.

Assuming all eligibility and reimbursement criteria are met, you will receive reimbursement within 30 days after the grades are received. Grades must be on an official school transcript or letterhead. You will receive reimbursement in your paycheck. Consult your personal tax adviser to determine how applicable tax provisions may affect you.



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FOR MORE INFORMATION

Contact HR.Solutions@dcsg.com

1-800-690-7665 x 3012 Option 5. Fax 724-227-1195