



## Your Guide to Education Assistance

### Step 1: Choose Your Path

**Tuition Reimbursement:** Enroll in an accredited college or university and get reimbursed for the cost of tuition, books, and fees associated with undergraduate and graduate courses up to the IRS maximum of **\$5,250.00** per calendar year.

**Go the Distance/Tuition Covered\*:** Employees and eligible dependents are allowed **one (1) degree** per person through these approved collegiate partners:

- Colorado Technical University (CTU)
- University of Arizona Global Campus (UAGC) \*\*
- Purdue Global \*\*\*

*\*Doctoral degrees may not be fully covered under the tuition covered program; inquire with the University about specific program eligibility for more details. For more information regarding education benefit, see Step 4.*

*\*\*Undergrad and Graduate programs fees and books are not covered at UAGC. Check with your Advisor to confirm out-of-pocket costs for your specific program.*

*\*\*\*Some Undergrad and Graduate program fees may not be covered at Purdue Global by the tuition covered program. Check with your Advisor to confirm any extra out-of-pocket costs for your specific graduate program.*

### Step 2: Determine Your Eligibility

**Tuition Reimbursement: Active Part-Time and Full-Time** employees are eligible upon hire to enroll in this benefit.

**Go the Distance/Tuition Covered: Active Part-Time and Full-Time employees and/or one (1) dependent** (spouse or child) with **no current degree obtained through the tuition covered program**.

**Example of eligible dependents include: Spouse, Domestic Partner, or Child.**

Children must be claimed on an eligible parent's tax return to be eligible for the benefit. To be claimed on your tax return, the child must be:

- Son, daughter, stepson, stepdaughter, adopted child, foster child for whom you have legal guardianship, and
- Living with you (except for school), and
- Dependent on you for at least half of their support, and
- Under 27 years of age

*\* Under this benefit, employees are provided the IRS maximum of \$5,250 paid by the Company to the partner college on their behalf. It is important to understand that if an employee is enrolled in an eligible tuition covered program, they may still enroll 1 qualified dependent per calendar year in addition to their own participation. However, the total benefit paid by the Company cannot exceed \$5,250 per year. Should two people be enrolled concurrently, the employee assumes responsibility for taxable income implications when exceeding the IRS benefit.*

**\*\*Temporary or contract workers are not eligible for the Tuition Reimbursement or Tuition Covered benefits.**

Questions about Tuition Reimbursement or the Tuition Covered Education Benefit?

Email us at [tuition\\_reimb@swifttrans.com](mailto:tuition_reimb@swifttrans.com)



### Step 3: Getting Started

To remain eligible for the tuition reimbursement or tuition covered benefit, you must **complete a separate application** for **each course** **prior** to the **course start date**.

\*Any application submitted **after** the course started or that has incomplete or inaccurate information will be denied and may result in **delays** in your education or **disqualification** from the benefit.

Knight and Swift Employees can access the form here:

[Education Benefit Application](#)

**Tuition Reimbursement only:** Once your course is complete, please submit copies of your **finalized grades**, document showing **payment** of tuition and **itemized receipts** for books and other student fees.

Failure to adhere to policy guidelines may result in not being reimbursed.

#### Grade Qualifications:

A **passing grade** for the education benefit is **C- or above**. Keep in mind that up to three non-passing grades throughout your program will result in disqualification from the tuition covered benefit.

#### Academic leave:

Any academic leave that is taken must be forty-five (45) days or less and communicated to the Education Benefit team at 602-735-9037 or [Tuition\\_Reimb@swifttrans.com](mailto:Tuition_Reimb@swifttrans.com) *and* the university.

\*Any period longer than 45 days between courses may result in disqualification from the benefit.



If there are any questions or problems, you run into during your use of the benefit contact the Education Benefit team at 602-735-9037 or [Tuition\\_reimb@swifttrans.com](mailto:Tuition_reimb@swifttrans.com) right away to determine how this affects eligibility.

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KNIGHT-SWIFT



## EDUCATIONAL ASSISTANCE POLICY AGREEMENT & ACKNOWLEDGMENT

This Educational Assistance Policy Agreement (“Agreement”) is entered into by and between Knight-Swift (the “Company”) and (“Employee”). Company agrees to reimburse Employee, or disburse on Employee’s behalf, up to a maximum of \$5,250 in a calendar year. In consideration of such reimbursement or disbursement, the parties agree as follows:

The Employee agrees that Company has not made any representations to Employee regarding the tax consequences of any payments or amounts received by Employee or made on Employee’s behalf under this policy. Employee further agrees to indemnify Company against the payment of any taxes, interest, penalties, and other liabilities or costs that may be assessed upon the tuition reimbursement or disbursement.

If Employee is enrolled in an eligible tuition covered program, they may also enroll one (1) qualified dependent per calendar year in addition to their own participation. Under this policy using the Go the Distance program only one (1) degree per person is covered. However, the total benefit paid by the Company cannot exceed \$5,250 per year. Should Employee **and** a qualified dependent be enrolled concurrently, Employee assumes responsibility for taxable income implications when exceeding the IRS benefit.

In the event Employee separates employment for any reason, their school enrollment status and their qualified dependent’s school enrollment status will change, and they will no longer receive the education assistance benefit upon separation and must be employed through the course completion. If Employee or their qualified dependent chooses to continue with their degree, they do so at their own cost.

Employees and their qualified dependents must secure a passing grade to receive any reimbursement or grand funds. Expenses must be validated by itemized receipts and a copy of the final grade received.

I acknowledge that my decision to enroll in the above course is my own, and entirely voluntary without promise of benefit by Knight-Swift Transportation. I understand the Education Assistance Policy and understand that the policy may be modified at any time by Knight-Swift. I understand that if I choose to utilize the education benefit for myself or a qualified dependent, it is my responsibility to pay for 100% of the tuition up front.

Questions about Tuition Reimbursement or the Tuition Covered Education Benefit?

Email us at [tuition\\_reimb@swifttrans.com](mailto:tuition_reimb@swifttrans.com)