



Your 4-Step Guide to Education Assistance

1 Choose Your Path

Tuition Reimbursement Program: 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.

Tuition Covered Program* 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.*



Taking the initial step is a significant investment in your educational and career goals. Knight-Swift and its family of brands offer two types of education assistance benefits.

2 Determine Your Eligibility

Active Part-Time and **Full-Time employees** are eligible upon hire to enroll in this benefit. Temporary or contract workers are not eligible.

Employees or their qualified dependent must secure a passing grade to receive the benefit.



Active part-time and full-time employees can enroll in this benefit upon hire. Please be sure to read what item(s) need to be included and submitted to receive tuition reimbursement.

3 Review the Process

To receive **reimbursement** for educational expenses, employees must:

Complete and submit the **education benefit application form** and **policy agreement** up to **30 days prior** to the course start date.

- Knight and Swift Employees can access the form here:

[Education Benefit Application](#)

Submit the **required documentation** after the course is completed (itemized receipts and passing grade), which will begin the reimbursement process.

Learning & Development submits information to the Payroll Department for reimbursement.



Active part-time and full-time employees can enroll in this benefit upon hire. Please be sure to read what item(s) need to be included and submitted to receive tuition reimbursement.

4 Dependent Eligibility (Tuition Covered Model Only)

Employees who are enrolled in a course of study with an **approved collegiate partnership** at UAGC, CTU, or Purdue Global are eligible for the tuition covered benefit.

Under this benefit, employees are provided the IRS maximum of **\$5,250** paid by the Company to the partner college on their behalf.

Knight-Swift allows **one (1) qualified dependent** of a part-time or full-time employee to participate in a calendar year. Schools will conduct dependent verification to validate the relationship prior to dependent enrollment.

Examples 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:

- Your son, daughter, stepson, stepdaughter, adopted child, or 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.

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.

Employees or their qualified dependent must secure a passing grade to receive any education benefits. Expenses must be validated by itemized receipts and a copy of the final grade received for tuition reimbursement.

Questions about Tuition Reimbursement or the Tuition Covered Educational Assistance Model?

Email us at tuition_reimb@swifttrans.com



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, for the Educational Assistance fees established by the Company’s Educational Assistance Policy, 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. 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 educational 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 dependent must secure a passing grade to receive any reimbursement or grant 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 Educational 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.