



## Tuition Assistance Plan Document & Policy

Michael's Stores, Inc. (the "Company") and its subsidiaries and affiliates provide tuition assistance pursuant to its Tuition Assistance Policy (the "Policy") to encourage Team Members to pursue degrees and language programs for their professional and personal development. The following establishes the terms and conditions for the granting of assistance for qualified educational expenses in the pursuit of an undergraduate, graduate, post graduate degree or language program from an accredited college or university.

### Reimbursement Amount

The Company will reimburse a Team Member for tuition, including required course fees, for a maximum of \$2,000.00 per calendar year for Full-Time and Part-Time Team Members.

### Eligibility

- \* Any United States or Canadian Team Member, classified as follows pursuant to the Company's normal administrative practices and in its sole discretion:
  - Full-Time Team Members
  - Part-Time Team Members who have an 8-week average of 4+ hours per week based on the most recent work period.
- \* Team Members deemed to be in Temporary, Contract or Seasonal positions (pursuant to the Company's normal administrative practices and in its sole discretion) are not eligible, even if such classification is not recognized for other legal purposes.
- \* Team Members must complete 500 hours of employment prior to the time of course enrollment.
- \* The Team Member must have a "Meets Expectations" or better rating on his/her last Performance Appraisal at the time of completion of the course and request for reimbursement.

Team Members become ineligible for tuition assistance under the Policy, if:

- \* The Team Member receives a formal warning before the course is completed.
- \* A formal warning is defined as and not limited to a written warning, performance discussion record (PDR), notice of needs improvement (NNI) or performance improvement plan (PIP).



# Courses and Programs Eligible for Reimbursement

The Company will determine, in its sole discretion, whether a degree or language program is eligible for reimbursement.

## **Eligible educational programs include:**

- Associate, Bachelor's, and Master's degree programs; eligible courses include all coursework required to complete and approved degree.
- Bilingual programs.

## **Courses and Programs not Eligible for Reimbursement:**

The following do not qualify for tuition assistance but may be eligible through other programs. See your Manager or HR Generalist for more details.

- Professional seminars and workshops
- Courses required for maintenance of professional certifications
- Symposia (non-credit courses)
- College/University entrance exams or preparation courses
- Registration fees
- Courses at non-accredited institutions
- Textbooks and lab fees



# Reimbursement Requirements

To apply, you must meet all criteria outlined above, and include all the proper documentation. The application must be submitted within 45 days of course completion. The application must be accompanied by documentation of degree program, list of all coursework required for completion of the degree, documentation of cost per semester/cost per credit, final grades of classes on the application, receipt/statement of tuition paid for the classes on the application. Approved coursework must be completed on the Team Member's own time.

The Tuition Assistance Policy can be found on MIKBenefits.com. The Application for Tuition Assistance can be found at one of the links below or by following the steps. After completing the form, a ticket will automatically route to the correct partner.

- <https://mikbenefits.com/full-time-benefits/benefit-extras/>
- [Knowledge Zone Link](#)

1. Log into the Knowledge Zone (<https://michaels.service-now.com>)
2. Click Human Resources
3. Click Tuition Assistance

The Human Resources Department obtains necessary approvals, reviews, and determines approval of the application.

Reimbursement is contingent upon the student's final grade received for the course. Reimbursement will not be provided for pass/fail courses. Failure to satisfy the minimum grade will

result in denial of payment or reimbursement of monies for the applicable course(s). Numerical equivalents of a letter grade may be accepted in lieu of a letter grade, provided the Company received what it considers in its sole discretion to be adequate assurances from the accredited institution that the numerical grade is equivalent to a letter grade.

**Grade — Amount refundable (up to allowable maximum)**

- A: 100% reimbursement
- B: 100% reimbursement
- C: 75% reimbursement
- D: none

Team Members must be actively employed by the Company at the time of reimbursement. If a Team Member is on a leave of absence at the time of reimbursement, the reimbursement will not be made until the Team Member has returned to active status.

A Team Member will not receive tuition reimbursement if they terminate employment, regardless of reason, prior to completion of an approved course. *A Team Member who voluntarily leaves the company or is terminated for gross misconduct within 12 months from the date of the course completion, will be required to reimburse the Company for the full reimbursement of the course.*



## Program Details

The Tuition Assistance Program is funded through an annual budget. Program funds are distributed on a first come, first served basis. If the budget is exhausted, the program will be discontinued for the remainder of the fiscal year. If this situation occurs, applications that have been pre-approved will be reimbursed if all other eligibility requirements are met. The Company reserves the right to discontinue this benefit or decline an application for any reason.



## Pay and Tax Treatment of Reimbursement

Reimbursements will be made in local currency based on the country in which the Team Member resides.

US Tax Considerations: Taxes will not be withheld from tuition reimbursements distributed under this plan, nor will they appear as wages on the Team Member's W-2. Team Members with reimbursements will see reimbursement amounts on Form W-2 in box 72 for disclosure purposes only. For more information, consult your tax advisor.

Canadian Tax Considerations: Taxes will not be withheld from tuition reimbursements distributed under this plan, nor will they appear as wages on the Team Member's T4. For more information, consult your tax advisor.

# Application & Reimbursement Process

<b>Policy and Application</b>
<p>1. The Tuition Assistance Policy can be found on MIKBenefits.com. The Application for Tuition Assistance can be found at one of the links below or by following the steps. After completing the form, a ticket will automatically route to the correct partner.</p> <ul style="list-style-type: none"><li>• <a href="https://mikbenefits.com/full-time-benefits/benefit-extras/">https://mikbenefits.com/full-time-benefits/benefit-extras/</a></li><li>• <a href="#">Knowledge Zone Link</a><ol style="list-style-type: none"><li>1. Log into the Knowledge Zone (<a href="https://michaels.service-now.com">https://michaels.service-now.com</a>)</li><li>2. Click Human Resources</li><li>3. Click Tuition Assistance</li></ol></li></ul>
<p>2. The Team Member submits the Application for Tuition Assistance accompanied documentation of degree program, list of all coursework required for completion of the degree, documentation of cost per semester/cost per credit, final grades of classes on the application, receipt/statement of tuition paid for the classes on the application. The application and required documentation must be submitted within 45 days of course completion.</p>
<p>3. The Human Resources Department reviews and determines approval of the application.</p>
<p>4. Team Member is notified by Human Resources Department within 14 days of receipt of application by phone or email on the approval of the application.</p>
<b>Reimbursement</b>
<p>5. The application and required documentation must be submitted within 45 days of course completion.</p>
<p>6. Human Resources Department reviews and processes reimbursement through payroll to be paid within 45 days of Reimbursement Request on the Team Member's paycheck.</p>
<p>7. Questions can be directed to Human Resources Department at 855-432-6453, Option #2.</p>

*The Company anticipates that this Tuition Assistance Program will be ongoing, but the Company does not guarantee that the program will in fact continue for future periods or that the terms of the program will not change. To the extent allowed by law, Michaels Stores, Inc. reserves the right to change or cancel any portion(s) of this Tuition Assistance Program for any reason.*