

8.13 Announcing a Tuition Reimbursement Program

We, Amazon.com, Inc., have decided to encourage employees to take courses by reimbursing eligible employee a maximum of \$3,500 in tuition and fees during any one calendar year. Anyone who wants to participate in the program must apply before the first class meeting; the application must be signed by your immediate supervisor. The Office of Human Resources will evaluate applications. It will also have application forms and catalogs from nearby schools and colleges for you.

Tuition and fees are covered and employees will be reimbursed when he or she submits a copy of the approved application, an official grade report, and a statement of the tuition paid. If someone is eligible for other financial aid (scholarship, veterans benefits), the company will pay tuition costs not covered by that aid as long as the employee does not receive more than \$3,500. People whose applications are approved will be reimbursed when they have completed the course with a grade of C or better.

The courses employees may choose are those either related to the employee's current position (or to a position in the company that the employee might hold someday) or part of a job-related degree program. Only full-time employees that have been with us for more than a year are eligible as we value loyalty and look forward to continue learning and growing together !