



U.S. Educational Reimbursement Policy

INTRODUCTION

This Education Reimbursement Policy is designed to help employees of EVO Payments, Inc., “EVO”, further their knowledge, skills and job effectiveness at EVO through continuous learning opportunities related to employees’ career goals with EVO.

SCOPE

U.S. Employees

POLICY

- EVO employees who meet the criteria found below are eligible for tuition reimbursement up to \$5,250 USD (taxfree) per calendar year so long as the coursework meets required criteria and approved by relevant EVP and VP of Human Resources.

REQUIREMENTS FOR ALL REIMBURSEMENTS UNDER THIS POLICY:

- Full-time or part-time, active, regular employees of EVO who meet performance expectations, have completed 12 months of service, and remain employed by EVO as of the date the course is completed are eligible.
- Must meet the performance expectations of current position and have no disciplinary action in 12 months prior to application (subject to ongoing review).
- All courses must be relevant to employee’s current position with EVO or relevant to a position at EVO that the employee could hold after completing the courses.
- Must ensure the educational institution is accredited or have recognized professional accreditation in sole discretion of the Company for specific courses to which the employee is enrolling.
- Must apply for and be approved for reimbursement before enrolling in courses or any other type of formal education or EVO will not reimburse.
- Reimbursement for courses that began prior to employment, but not completed upon employee’s start date will be subject to the discretion of EVP and VP of Human Resources.
- Should employee resign or be terminated for cause within 12 months of receipt of tuition reimbursement, the employee will be required to repay EVO 100% of the reimbursement.

- Should employee resign or be terminated for cause within 12-24 months of receipt of tuition reimbursement, the employee will be required to repay EVO 50% of the reimbursement.
- Final approval in writing must sought by relevant EVP and VP of Human Resources.
- Must provide certified transcripts of successful completion for a tuition reimbursement to be granted. Successful completion of a grade of "B" or equivalent or better. If employee receives a grade of "C" or equivalent, EVP must reapprove the reimbursement. Pass/fail courses must show a passing grade. Certificate of completion is required for non-graded classes.
- Reimbursements will only be actual amounts paid by employee. Reimbursements will not be made for any form of tuition aid, included but not limited to scholarships, grants, financial aid, and military benefits received by employee.
- Must obtain department EVP and VP of Human Resources approval before enrolling in the desired course(s) or degree program.
- Must sign and return the Educational Reimbursement Agreement to VP of Human resources prior to executive approval.

PROCEDURES

- Employee and reporting manager discuss reimbursement opportunity and course relevancy.
- Employee completes the Educational Reimbursement Application and Educational Reimbursement Agreement and obtains reporting manager's signature. Employee submits completed form to VP of Human Resources.
- Written approval from EVP and VP of Human Resources is obtained.
- In order to receive reimbursement, within 45 days following completion of coursework or program, employee must return the Educational Reimbursement Form, certified transcript of grades, and original paid receipts (or proof of payment) for reimbursable fees to their manager and local HR representative. Requests not received within this timeframe are not eligible for reimbursement.
- HR will review all submitted documents, and, if appropriate, authorize payment and forward the appropriate documents to Accounts Payable authorizing reimbursement to employee.