

Education Reimbursement

Purpose

Zebra encourages all employees to pursue various types of educational opportunities to expand their scope of knowledge for current job assignments and future positions of greater responsibility.

Policy Scope

All regular employees of Zebra Technologies Corporation and its subsidiaries (“Zebra”) –facilities

Policy Details

Eligibility

An employee who has completed six months of service as a regular employee as outlined by this policy, (refer to [appendix](#))¹ is eligible to apply for tuition assistance. You must have completed six months of full-time employment prior to the first day of an eligible course to be eligible for reimbursement. is eligible to apply for tuition assistance. You must have completed six months of full-time employment prior to the first day of an eligible course to be eligible for reimbursement.

Employee’s most recent performance rating must be “Meets Expectations” or above to apply for assistance. To maintain eligibility, you must remain on the active payroll and be performing your job satisfactorily throughout the completion of each course.

If an employee takes an authorized leave of absence or is otherwise placed on inactive status while enrolled in a course, the employee will be eligible for tuition reimbursement for that course if it is satisfactorily completed. Thereafter, eligibility for tuition reimbursement will be suspended until the employee returns to active employment status.

Contingent workers, leased employees, independent contractors, and family members of employees are not eligible for tuition reimbursement.

Eligible Courses

The Company has the sole discretion to determine whether a course² is eligible for tuition reimbursement. Unless otherwise provided by this policy, all course work must be offered by an accredited college, university, or other appropriately credentialed educational institution.

The following courses and curricula may be considered for tuition reimbursement:

- College or post-graduate level courses that are directly related to an employee’s present position or those which will have some direct relationship to possible future positions within the Company.
- Courses that will enhance an employee’s skills, knowledge, and ability in his or her current job, or are a part of an approved career development program, as determined by the Chief People Officer or his or her designee.
- Graduate-level entrance exam preparation courses (e.g., GRE, GMAT)
- Accredited institutions, including Trade schools or private business schools which offer certificates of completion or degrees, may qualify depending on the course taken and its association with

¹ The definition of a regular employee varies by region and country. It is crucial for you to understand the hours worked requirement in your specific region and country to determine your eligibility.

² A course is defined as a single unit of academic instruction offered by a college or university that focuses on a specific subject or topic.

current work responsibilities. Correspondence and extension courses qualify only when they are taught by an accredited college or university, and the institution grants degree credit for the courses.

- If a decision is made to hire an experienced hourly employee who does not possess a high school diploma, the manager may approve reimbursement for GED examinations (or high school equivalent) and preparatory classes.

Courses or other educational programs of any kind that are taken by an employee at the request or direction of the Company are not covered under the tuition reimbursement program. These courses must be approved by department management and paid for directly by the Company from the department budget in which an employee works. Additionally, language courses in Latin America are not eligible for reimbursement.

Reimbursable Expenses

Tuition (and any mandatory fees ancillary to tuition), registration and laboratory fees, GED preparatory/exam costs, graduate school preparatory/exam costs, and required textbooks and software are payable under the tuition reimbursement program. Optional textbooks and software, supplies and other fees or items are not covered.

Total reimbursement each calendar year is limited to maximum (refer to [appendix](#))³. The annual maximum applies to the calendar year in which course reimbursement is paid to an employee.

Application

Employees are required to complete and submit a [Tuition/Education Reimbursement application](#) using the designated form available in the People Service Portal. Before enrolling in a course, employees must notify their supervisor or manager of their intention to take the course and submit the application. Supervisors and managers are responsible for evaluating whether the selected courses meet the program requirements. They have the authority to deny course approval based on business conditions, departmental needs, or employee performance.

Managers or supervisors should consult with their People Partners regarding any questions about budgeting associated with tuition reimbursement.

The manager's approval must be submitted through the [People Service Portal](#) and received no later than the start date of the course. **Applications submitted after the course has begun will be denied.**

Once the People Service Center has confirmed eligibility, the employee will be notified of the course acceptance.

Any course that has begun before obtaining approval will not be covered.

³The maximum reimbursement amount has been converted to the currency specific to each country.

Reimbursable Rates

Reimbursement will be made as follows for approved courses:

Grade	Not Approved	Partial Reimbursement	Full Reimbursement (up to limit/max)
Letter	D or below	C	B-A
100- Point Scale	0-74	75-85	86-100
10- Point Scale	0-7.4	7.5-8.5	8.6-10
5-Point Scale	0-3.8	3.7-4.3	4.4-5
Pass/Fail	Fail	-	Pass
Percentage Paid	0%	75%	100%

IMPORTANT NOTE: Your reimbursed expenses will apply to the calendar year in which you received your reimbursement from Zebra.

Reimbursement

Upon completion of a course, an employee must submit the following information to People Service Center through the **Submit The Grade and Documents** task that is attached to the application request:

- Copy of grade report, or certification of completion if no grade is given; and
- Receipt(s) showing tuition/fees

When all conditions of the program have been satisfied, the People Service Center will initiate reimbursement to an employee for previously approved expenses, provided, however, that employee must provide to Zebra confirmation of successful course completion, grade received, and tuition invoice no later than 90 days after the last day of the course. Payment is never made to the school or any other third party.

Reimbursement in each calendar year will not exceed the current annual maximum. Any additional education-related expenses incurred in that calendar year will not be reimbursable and will be the sole responsibility of the employee.

Reimbursement will not be made after an employee has left the Company, except in the case of a reduction in force.

Conditions of Reimbursement

As part of the application, you will need to acknowledge a declaration which confirms tuition reimbursement monies will be advanced to the employee, on the condition the employee remains actively employed in good standing with Zebra. If employment is ended (for any reason other than a reduction in force, disability, or death), the employee may be obligated to reimburse Zebra the amount of tuition reimbursement that he or she received, as described in the “Repayment of Reimbursed Amounts” section below.

Repayment of Reimbursed Amounts

If employment ends within one year of course completion, 100% of the amount reimbursed must be repaid to Zebra. If employment ends after one year but prior to two years of course completion, 50% of

the amount reimbursed must be paid back to Zebra. Repayment is due within sixty days of termination of employment.

Zebra may terminate, revise, or make exceptions to this program (in whole or part) at any time.

Assignment of Inventions, Creations, and Proprietary Rights

Any employee subject to a confidentiality and IP assignment agreement remains bound by the terms of such agreement while completing approved courses, and any work completed in connection with approved courses may be subject to the assignment provisions therein.

Exceptions

A request for an exception to this policy should go through the PSC by submitting a request in the People Service Portal. An exception to this policy may only be reviewed and made by the Chief People Officer or their designee/Policy Owner.

Support

For assistance or if you have any questions regarding the tuition/education reimbursement policy or application process, please submit a benefits request in the [People Service Portal](#). For detailed step-by-step instructions on completing an education application in the People Service Portal, as well as information about the reimbursement process, please refer to the [Tuition/Education Reimbursement Request](#) knowledge article.

Issuance & Revision History

VERSION	SUMMARY OF CHANGE	EFFECTIVE DATE	POLICY MANAGER
1.0	Original Policy Effective	09/01/2014	Rewards and Legal
2.0	Added clarification that application needs to be submitted prior to class starting	10/20/2021	Rewards
3.0	New Policy Template	10/15/2024	Rewards
4.0	New application process	4/21/2025	Rewards
5.0	Added definition of the word course and provided additional support resources	12/15/25	Rewards

Appendix

The definition of a regular employee varies by region and country. It is crucial for you to understand the hours worked requirement in your specific region and country to determine your eligibility:

APAC

Country	Working Hour
Australia	37.5
China	40
Hong Kong	40
India	40
Indonesia	40
Japan	40
Korea	40
Malaysia	40
New Zealand	37.5
Philippines	40
Singapore	40
Sri Lanka	40
Taiwan	40
Thailand	40
Vietnam	40

Americas

Country	Working Hour
Latin America	30
US	30
Canada	20

Tuition Reimbursement Amounts Per Calendar Year

APAC maximum reimbursement:

Country	Per Year Amount Cap
Australia	AUD 5,000
China	CNY 35,000
Hong Kong	HKD 40,000
India	INR 200,000
Indonesia	IDR 43,000,000
Japan	JPY 550,000
Korea	KRW 6,670,000
Malaysia	MYR 7,500
New Zealand	NZD 5,000
Philippines	PHP 159,000
Singapore	SGD 5,000
Sri Lanka	LKR 300,000
Taiwan	TWD 157,500
Thailand	THB 99,500
Vietnam	VND 69,800,000

Americas maximum reimbursement:

Country	Per Year Amount Cap
Latin America	5,000 USD equivalent
US	5,250 USD
Canada	5,250 USD