

Policy 225

Policy Name: Shift Manager
Tuition Reimbursement

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Date: 04/05/2021

Supersedes: 11/22/2016

Introduction

We value supporting our Shift Managers in their pursuit of a college education. To aid in funding tuition related to their degree, we offer our Shift Manager College Assistance Program as outlined below.

General Requirements

- One year or more in position as a Shift Manager
- Average 30 hours or more in past year. Timeframe for assessment of hours worked is same as that used to determine vacation. Eligibility is anniversary date is anniversary date.
- Degree being pursued must be business related.
- Must show proof of course completion with a passing grade of 'C' or better at an accredited college/university along with proof of payment.
- Approval of Area Coach & Benefits Manager.
- Limited to 25 participants annually.

Covered Expenses

- 100% Paid tuition less tax withholdings designated by federal and state laws (no tuition expenses paid by financial aid will be reimbursed)
- No books or other supplies will be covered
- Reimbursement is provided upon completion of course where acceptable grade was achieved

Limit

- \$3,000 per anniversary year
 - *Example:* Anniversary is April 1, 2021, you will have until April 1, 2022 to use the \$3000.

Application Procedures

Non-Excelsior Students: Before signing up for your course(s), you must submit the attached "form A" to the Benefits Manager for approval. To receive reimbursement, you must also be actively employed at the time you complete the course and provide written evidence of achieving a passing grade & copy of paid tuition bill to the Benefits Manager.

Excelsior Students: Before signing up for your course(s), you must submit the attached "form B" to the Benefits Manager for approval.

Repayment Conditions

Recognizing that tuition reimbursement is an investment, if you leave the company, you will be required to repay any tuition expenses reimbursed within the prior 12 months.



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Non-Excelsior Tuition Reimbursement Request (Form A)

Employee Name: _____

Employee ID #: _____

Store #: _____

Degree being pursued: _____

College/University Name: _____

The employee listed above is eligible for up to \$3,000 in tuition reimbursement if he/she meets all requirements as stated in policy 225.

Area Coach Signature

Date

Benefits Manager Signature

Date

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EXCELSIOR COLLEGE FEE APPROVAL (FORM B)

EMPLOYEE INFORMATION (Please Print Clearly)			
EMPLOYEE NAME		LEARNING ZONE ID	EXCELSIOR STUDENT ID
LAST 4 SSN	Email Address	JOB TITLE	WORK TELEPHONE NO. (where you can be reached)
PROGRAM INFORMATION			
COURSE(S) YOU ARE REGISTERING FOR	TERM (e.g. Fall 1, Fall 2)	MAJOR	DEGREE TYPE <input type="checkbox"/> UNDERGRADUATE <input type="checkbox"/> GRADUATE
I certify that all the above information is accurate. I understand that if at any time the IRS would determine the information is not accurate, I may be held responsible for tax, penalties and interest resulting from inclusion of the cost of this tuition funding in my taxable income.			
WITHDRAWING FROM A COURSE/LATE REGISTRATION			
Student must officially withdraw from a course by the drop date to avoid financial responsibility for the course and materials. If the student withdraws from a course after the term's posted drop date, the student will be responsible for reimbursing CFL Pizza, LLC for the full cost of the course and materials within 30 days. Applications must be turned in by registration deadlines. No late registrations will be processed.			
Fees associated with the Excelsior program will be deducted from the yearly limit. ANY amount paid to a student that is over the \$3,000.00 yearly limit (regardless of reason) will require reimbursement to CFL Pizza, LLC for the full overage amount within 30 days. No further courses will be approved until this amount has been satisfied.			
Employee Signature		Date	
APPROVAL SECTION			
BENEFITS MANAGER NAME		BENEFITS MANAGER SIGNATURE	DATE
PROGRAM ADMINISTRATION AND TERMINATION: The Excelsior Tuition Funding Program is administered by CFL Pizza, LLC. The company reserves the right to interpret, amend or terminate the program at any time. No rights shall accrue by reason of, or arising out of, any statement made in or omitted from this document.			