



## Policy 225

**Policy Name:** Tuition Reimbursement

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**Date:** 6/23/2023

**Supersedes:** 04/05/2021

### **Introduction**

Shift Managers, Assistant Managers, Restaurant General Managers, Full-time and Part Time Above Restaurant Leaders are eligible for tuition reimbursement.

### **Shift Manager General Requirements (as of 4/5/2021)**

- One year or more in position as a Shift Manager
- Average 30 hours or more in past year. The timeframe for assessment of hours worked is same as that used to determine vacation. Eligibility is anniversary date is anniversary date.
- The 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.

### **Assistant Managers, General Managers, & ARLs General Requirements**

- Employees must maintain an acceptable performance rating.
- Full Time and Part Time Above Restaurant Leaders must be averaging a minimum of 35 hours per week.
- Approved course of study or job-related degree
- Prior approval of the Benefits Manager
- Approved institutions of learning, such as accredited colleges/universities, junior colleges and universities offering courses leading to a bachelor's or higher degree
- Must earn "C" or better or "Pass" in pass/fail courses.

### **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 a course where an acceptable grade was achieved.

### **Limit**

- \$3,000 per anniversary year (Shift Manager)
- \$3,000 per calendar year (Assistants, RGMs, and ARLs)

### **Application Procedures**

Non-Colorado Technical University (CTU) 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.

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



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**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.

**Non-CTU Tuition Reimbursement Request (Form A)**

**Employee Name:** \_\_\_\_\_

**Employee ID #:** \_\_\_\_\_

**Employee Position:** \_\_\_\_\_

**Restaurant #:** \_\_\_\_\_

**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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**Date:** 6/23/2023

**Supersedes:** 11/22/2016

**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.

**COLORADO TECHNICAL UNIVERSITY FEE APPROVAL (FORM B)**

**EMPLOYEE INFORMATION (Please Print Clearly)**

<b>EMPLOYEE NAME</b>			<b>LEARNING ZONE ID</b>	<b>CTU STUDENT ID</b>
<b>LAST 4 SSN</b>	<b>Email Address</b>	<b>JOB TITLE</b>	<b>WORK TELEPHONE NO. (where you can be reached)</b>	

**PROGRAM INFORMATION**

<b>COURSE(S) YOU ARE REGISTERING FOR</b>	<b>TERM (WEEK)</b>	<b>MAJOR</b>	<b>DEGREE TYPE</b>
			<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 CTU 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.

<b>Employee Signature</b>	<b>Date</b>
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**APPROVAL SECTION**

<b>BENEFITS MANAGER NAME</b> Jaclyn Freeman	<b>BENEFITS MANAGER SIGNATURE</b>	<b>DATE</b>
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**PROGRAM ADMINISTRATION AND TERMINATION:** The CTU 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.