

CULTIVATE ME

TUITION ASSISTANCE PLAN



FAMILY EDUCATION ASSISTANCE FAQ

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APRIL 1ST, 2019

Chipotle Mexican Grill, Inc. established/published the Educational Assistance Plan on May 1, 2000.

Every effort has been made to accurately describe the Chipotle Cultivate Me Tuition Assistance Plan (Plan). If you find a difference between the information in this FAQ and the Plan document, your benefits will be determined based on the information found in the Plan document.



FAMILY MEMBER ELIGIBILITY

Who are considered eligible family members under the Cultivate Me Tuition Assistance Plan?

Eligible family members include the following:

- Spouse - a significant other in a marriage, civil union, registered domestic partner or common-law marriage.
- Domestic Partner - an individual registered as a domestic partner of an Eligible Employee in a state or jurisdiction recognizing domestic partnership.
- Child(ren) - a descendant who is a biological child, legally adopted child, foster child and/or stepchild where designated by statute.
- Sibling - offspring having one or both Parents in common who is a biological, legally adopted and/or stepsibling where designated by statute.
- Parent - the natural parents of a child born, person who legally adopts a child and/or a stepparent where designated by statute.

What courses are eligible under the Family Education Assistance Plan for my family?

- Pre-Designated online high school completion/general education (GED, HSE, TASC) prep courses and required state testing.

Approved GED classes and testing are offered online only through [GED Testing Service LLC](#) for employee's eligible family members living in most states. Their [GED Live Online Classes](#) are designed to prepare your family member to pass the GED tests they administer and include 90 days of access to all online Language Arts, Social Studies, Science, and Math classes plus their video library. [GED Testing](#) is completed at any official GED test center located across the country.

In states that do not have GED testing, such as New York, employees can complete the equivalent TASC or HSE classes and testing in a state approved school and testing center.

- Pre-Designated online English as a second language (ESL) classes.

Approved ESL classes are offered online only through [Rosetta Stone](#). These online courses are available as subscriptions of 3 to 12 months (subscriptions over 12 months will not be approved) and include interactive activities and lessons designed to help your family member learn more quickly.

When can my eligible family member first enroll in an eligible class?

- Family members of Crew, Cashiers, Takeout Specialists or FOH & BOH Trainers are eligible to enroll once you reach 120 days of uninterrupted service. Classes started prior to 120 days of uninterrupted service from your continuous service date will not be eligible.
- Family members of Kitchen/Service Managers, AP-R & Staff are eligible to enroll on your hire date or the date of your promotion into an hourly manager role.



FAMILY MEMBER ELIGIBILITY

What is required of me to receive benefits under the Family Education Assistance Plan for my eligible family member?

1. Meet the days of service requirement prior to enrollment (see the previous question).
2. Work an average of 15 hours per week (at least 257 hours) in the 120 days prior to the date you pay for the class or test (hours worked can be found on your check stubs over the last 17 weeks).
3. If you take a Leave of Absence, keep it to 14 days or less in the 120 days prior to your course end date (taking more than 14 days will make you ineligible for tuition assistance).

You must meet ALL the above requirements to be eligible.

How much can I receive under the Cultivate Me Education Assistance Plan each year?

Chipotle will reimburse 100% of your taxable family education expenses and non-taxable tuition expenses per calendar year up to a combined maximum of \$5,250. Payments apply to the calendar year in which they are paid out. For example, if you do not submit all the required information for payment prior to the year-end processing deadline, the payment will be applied to the \$5,250 limit for the following year.

Chipotle will not reimburse you for the costs for books, laptops, course supplies and tablets.

Do I get an exception if I don't work an average of 15 hours per week?

No, there would be no exceptions given if you do not meet the hours requirement. You will need to proactively let your manager know your availability and ensure your performance is up to a standard that you will be scheduled. If you are not getting the number of desired hours, have a discussion with your manager to see what the reasoning is and if adjusting your availability or improving performance will result in more hours scheduled.

What if I quit during or after a course?

You will only receive payments under the Family Education Assistance Plan if you are an active employee on the date your family education assistance payment is processed. If you quit within 6 months of receiving family education assistance you will be required to repay the Company.

What do I need to do prior to enrolling my family member in an eligible class?

- Ensure you meet the requirements related to tenure, hours worked and leave of absence restrictions.
- Have the below *Proof of Family Relationship Form* notarized for all family members you will be seeking education assistance for.
- Sign your family member up for the desired class through the approved vendor's website. You will be responsible for paying for the class up front and then requesting reimbursement from Chipotle no sooner than 31 days after the class or instruction begins.

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PAYMENT

How will I receive payment for my Family Education Assistance request?

- At least 31 days after you have paid for your course or program, submit for reimbursement via Workday Expense. Please attach the following documentation to the expense report:
 - Receipts
 - Proof of class enrollment dated at least 31 days after the course payment date
 - Notarized Proof of Family Relationship form
- Your Family Education Assistance payment will be paid via your payment method election in Workday. Approved expense reimbursements are processed on Monday, Wednesday and Friday each week. Please allow up to 30 days from the time your family education assistance request is submitted to receive payment.

Is the Family Education Assistance payment on my paycheck taxed?

Reimbursement for family education assistance expenses are considered taxable income to the employee, and any applicable taxes associated with the taxable reimbursement will be withheld from the employee's paycheck as soon as administratively feasible.

How long do I have after my course has ended to request payment under the Cultivate Me Family Education Assistance Plan?

- GED course and testing – You must submit your request via Workday Expense within 60 days after you pay for the course or after the test for which you are requesting education assistance. Any requests submit after 60 days will not be approved.
- ESL course – You must submit your request via Workday Expense within 60 days after you pay for the course for which you are requesting education assistance. Any requests submit after 60 days will not be approved.

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PROOF OF FAMILY RELATIONSHIP FORM

Agreement:

I, _____ hereby certify that _____
(Employee's Printed Name) (Family Member's Full Name)

is my eligible family member under the rules of the **Chipotle Tuition Assistance Plan** dated April 1, 2019.

Their relationship to me is:

- Spouse (a person recognized as married to me by the state, possession or territory of the US in which we were married. If married in a foreign jurisdiction, this means a person recognized as my spouse under the laws of at least one state, possession or territory of the US.)
- Child (my descendant who is a biological child, legally adopted child, foster child and/or stepchild where designated by statute)
- Sibling (an individual who has one or both parents in common with me whether biologically related to me, a stepsibling or legally adopted by the Parent(s) in common)
- Parent (my natural biological parent, parent who legally adopted me and/or my stepparent where designated by statute)
- Domestic Partner (an individual registered as my domestic partner in a state or jurisdiction recognizing domestic partnership)

I acknowledge that if the foregoing information is found to be false it can result in my immediate termination, and I will be required to repay all reimbursements I received for the above family member's education costs. I further confirm that I will provide proof of the above relationship within 30 days if requested by Chipotle.

Acknowledgement:

Employee Name (printed): _____

Employee Signature: _____ Date: _____

Family Member's Name (printed): _____

Family Member's Signature: _____ Date: _____

Notary Witness:

Sworn and subscribed to me this _____ day of _____, 20 _____

My Commission Expires: _____

Notary Signature: _____

Notary Stamp: