

CULTIVATE ME

TUITION ASSISTANCE PLAN



GUILD PARTNER NETWORK 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.

GUILD PARTNER NETWORK FAQ



ELIGIBILITY

When can I first enroll in a class eligible under the Cultivate Me Tuition Assistance Plan through the Guild Partner Network?

- Crew, Cashier, Takeout Specialists, FOH & BOH Trainer are eligible to enroll once you reach 120 days of uninterrupted service from your continuous service date. Classes started prior to 120 days of uninterrupted service will not be eligible for tuition assistance.
- 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.

What do I need to do prior to enrolling in a class through the Guild Partner Network?

- Begin by logging into the Cultivate Me Tuition Assistance Plan platform (hosted on Guild Education's website: [Guild](#)) and creating an account. From here, you can explore the catalog of available schools and degrees, apply to programs, or sign-up to talk to an enrollment coach.
- Alternatively, you can call Guild at (720) 378-5452 or email them at chipotle@guildeducation.com.

What is required of me to receive tuition assistance through the Guild Partner Network?

1. Meet the days of service requirement prior to enrollment (see the first FAQ).
2. Work an average of 15 hours per week (at least 257 hours) in the 120 days prior to your course start-date (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 start date (taking more than 14 days will make you ineligible for tuition assistance).
4. For programs eligible for Federal Financial Aid, maintain a cumulative GPA of 2.0 or better to be confirmed at the start of each successive term/semester.

You must meet ALL the above requirements to be eligible to receive payment through the Guild Partner Network.

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

Chipotle will reimburse 100% of your tuition expenses and mandatory fees per calendar year up to \$5,250. Tuition assistance payments apply to the calendar year in which they are paid out. For example, if your university invoice is not posted prior to the year-end processing deadline, any tuition assistance payments 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. Any expenses covered by grants, scholarships or stipends are not eligible for tuition assistance.

GUILD PARTNER NETWORK FAQ



ELIGIBILITY

Which universities and programs are eligible under the Cultivate Me Tuition Assistance Plan for my own education?

- All programs offered via the Guild Partner Network - explore the Catalog at [Guild](#) to view specific courses
- Available courses include (but are not limited to):
 - High school completion (GED);
 - Two- or four-year public or private college or university;
 - Business, technical or vocational school;
 - Graduate or post-graduate school;
 - English as a Second Language (ESL)

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 Tuition Assistance Plan payments if you are an active employee on the date your tuition assistance payment is processed. If you quit within 6 months of receiving tuition assistance you will be required to repay the Company.

Do I have to apply under the Guild Partner Network each term/semester or only once a year?

You must complete the required tuition assistance request steps for each new term you would like to be reimbursed for.

PAYMENT

How will I receive payment for my request under the Guild Partner Network?

Tuition and fee payments will be facilitated by Guild Education directly to your university and/or learning provider on your behalf - this eliminates your out-of-pocket expenses.

Is the Tuition Assistance Plan payment processed on my behalf taxed?

Chipotle pays up to the IRS maximum, which means your tuition assistance payment will be pre-tax and you do not have to include this benefit as income on your income tax return. Employees in certain states including Pennsylvania and New Jersey may still be subject to State income tax on tuition assistance payments.