

# CULTIVATE ME

## TUITION ASSISTANCE PLAN



### TUITION REIMBURSEMENT FAQ

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APRIL 1<sup>ST</sup>, 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.

# TUITION REIMBURSEMENT FAQ

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## ELIGIBILITY

### When can I first enroll in a class under the Tuition Reimbursement Plan?

- 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?

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 learn more about your education benefit, schedule a financial advising session, complete your financial aid application, and verify your course meets the Cultivate Me Tuition Assistance Plan requirements. Alternatively, you can call Guild at (970) 305-3603 or select "Contact a Coach" from the website dashboard to connect with an academic coach directly. Contact Guild prior to your enrollment to verify if pre-approval is necessary.

### What is required of me to receive reimbursement under the Tuition Reimbursement Plan?

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 end 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 end date (taking more than 14 days will make you ineligible for tuition assistance).
4. Receive the grade of C or better in the course, or if a numerical grade it must be equivalent to a C or passing grade.

You must meet ALL the above requirements to be eligible to receive tuition reimbursement.

Eligibility requirements are different for those enrolled in the Guild Partner Network Program. To find out more information on this program as well as the eligibility rules view the *Cultivate Me Tuition Assistance Plan - Guild Partner Network FAQ* or contact Guild by email at [Guild](#) or call (970) 305-3603.

### 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.

# TUITION REIMBURSEMENT FAQ



## ELIGIBILITY

### How much can I receive in tuition reimbursement under the Tuition Reimbursement Plan each year?

Chipotle will reimburse 100% of your tuition expenses and mandatory fees per calendar year up to \$5,250. Tuition reimbursement 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, any tuition reimbursement 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 assistance under the Cultivate Me Tuition Assistance Plan.

### What courses are eligible under the Tuition Reimbursement Plan for my own education?

- Two- or four-year public or private college or university;
- Business, technical or vocational school;
- Graduate or post-graduate school;
- Review courses, but not the exams, for CPA, GMAT, GRE, and LSAT;
- Job related certifications;
- High school completion/general education degree certificate courses;
- English as a second language (ESL) classes.

### What certificate courses/programs qualify for reimbursement?

Job related certificates should be recognized by accredited agencies and/or professional organizations. Programs tends to be compressed, focusing almost entirely on a specific topic. Employees should discuss the program with their manager prior to enrollment to verify the job related nature and can contact Guild with the specific certification to discuss eligibility for reimbursement.

### Do I have to apply under the Tuition Reimbursement Plan each term/semester or only once a year?

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

### What courses are eligible under the Tuition Reimbursement Plan for my family?

- Pre-Designated online English as a second language (ESL) classes for a Spouse, Domestic Partner, Child(ren), Siblings and/or Parents of Eligible Employees.
- Pre-Designated online high school completion/general education (GED, HSE, TASC) prep courses and required state testing for a Spouse, Domestic Partner, Child(ren), Siblings and/or Parents of Eligible Employees.

Education assistance requests cannot be submitted until 31 days after the class start date, and proof of continued enrollment as of that date must be provided. Refer to the *Cultivate Me Tuition Assistance Plan - Family Education Assistance FAQ* located on the [Benefits Hub](#) for more information on the specific classes/programs offered and to get a *Proof of Family Relationship Form* that will need to be notarized prior to reimbursement. These benefits will be taxable to the employee.

# TUITION REIMBURSEMENT FAQ

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## PAYMENT

### **How do I submit a reimbursement request under the Tuition Reimbursement Plan?**

Begin by logging into your account on the Chipotle tuition assistance platform (hosted on Guild Education's website) at [Guild](#). From here, you can submit a tuition reimbursement request on your student dashboard. If you have questions about how to submit a request, you can contact Guild at (970) 305-3603 or select "Contact a Coach" from your dashboard to connect with an academic coach directly.

### **How will I receive payment for my Tuition Reimbursement Plan request?**

Once your request is reviewed and approved, Guild will notify Chipotle of your payment amount. Your tuition reimbursement will be paid on your regular bi-weekly payroll check. Please allow up to 30 days from the time your tuition reimbursement request is approved to when you should expect to receive payment.

### **Is the Tuition Reimbursement Plan payment on my paycheck taxed?**

Chipotle reimburses up to the IRS maximum, which means your tuition reimbursement 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 reimbursement payments. For questions specific to your tax-exempt status, please contact [benefits@chipotle.com](mailto:benefits@chipotle.com).

### **How long do I have after my course has ended to request payment under the Tuition Reimbursement Plan?**

You must finish submitting your request with Guild within 60 days after the end of the course for which you are requesting tuition reimbursement. Any requests submitted after 60 days will not be approved.

### **What if my initial Tuition Reimbursement request was denied by Guild?**

Employees will be notified if their request is missing all accurate and complete documentation. Employees will have 30 days from the date of this notification to resubmit the tuition reimbursement request with all accurate and complete documentation. Failure to submit the corrected tuition reimbursement request within the 30 days will result in the denial of the tuition reimbursement request.

### **What if I quit during or after a course?**

You will only receive payments under the Tuition Reimbursement Plan if you are an active employee on the date your tuition reimbursement payment is processed. If you quit within 6 months of receiving tuition reimbursement you will be required to repay the Company.