



Tuition Reimbursement Policy Effective January 1, 2024

Points-of-Contact	benefits@crackerbarrel.com
Employee Eligibility	All employees at the following locations/roles: Home Office, Distribution Center, Cedar Valley Inn, Field Managers, Employee Training Coordinators (ETCs), Family Support, and Community Leaders. The employees listed above must also work at least an average of 30 hours per week.
Requirements	• The application for tuition reimbursement must be completed and approved <u>prior</u> to the start date of a course for which reimbursement will be requested. • Proof of enrollment from an accredited college/university. • Courses must be part of an academic degree program, either undergraduate or graduate. The program/courses should be related to an employee's current job or related to a field/program for positions at the Cracker Barrel Home Office and Maple Street Family Support. • Courses must be taken at an accredited college or university. • Tuition reimbursement is contingent upon successful completion of a qualified course with a letter grade of "B" or above. This includes College Level Degree Program and Post-Graduate Degree Program classes offered only on a pass/fail basis. • The employee must request the reimbursement within 60 days of completion of the course. • Employees who receive tuition reimbursement are expected to attend classes outside of regular work hours.
Limitations	• Spouses and dependents of employees are NOT eligible for tuition reimbursement. • The maximum tuition reimbursement is \$1,000 per <u>fiscal</u> year for eligible expenses. Eligible expenses include course fees and mandatory or educational services fees. Examples of expenses that are NOT reimbursable include registration and laboratory fees, late fees, the cost of textbooks/course materials, and transportation, lodging, or meals associated with attending a collage / university. • Tuition reimbursement is only to be used to reimburse employees for actual eligible expenses that are NOT covered by other sources, e.g., HOPE, etc. • Employees may be reimbursed for up to two courses per semester or term. • Tuition reimbursement is not eligible for courses that receive only "Pass/Fail" grades or for independent study, thesis/dissertation, or internship credits. • No reimbursement will be made to employees who leave the Company prior to completing a course.
Initial Application	• Prior to the start of a course, complete a <i>Tuition Reimbursement Application</i> form, which can be found on The Barrel and on The Biscuit. • Attach the following documentation to the application:



Tuition Reimbursement Policy Effective January 1, 2024

Initial Application (continued)	❖ A description of the degree program as found in the college's / university's course catalog or website. ❖ A list of the courses (or course options) that are included in the desired degree program. • Submit the completed form and documentation to the immediate supervisor for approval of the job and/or career relevancy of the desired degree program. • Upon obtaining supervisory approval, submit the completed form and documentation via email to Benefits@CrackerBarrel.com. • Benefits will notify the employee of the status of the application within three (3) business days of receiving the application.
Applying for Reimbursement	• Upon obtaining a letter grade of "B" or above for an approved course, an employee can file for tuition reimbursement by completing an Expense Report found: ○ On the Barrel under Home Office/Forms & Policies/Finance & Accounting. ○ On The Biscuit under Benefits • In the top, right corner, after "Charge Dept/Store," enter 9418. Also, the following information must be included in the Miscellaneous Business Expenses: ❖ Indicate the amount of tuition reimbursement requested and specify the expense is for Tuition Reimbursement ❖ In the notes for Section C near the bottom, list the start and end dates of the course(es), the name of the course(es) for which reimbursement is requested, and the cost of the course(es) • The following documentation must be attached to the Expense Report: ❖ An official transcript from the college / university showing the letter grade achieved in the course(es) ❖ An official receipt or invoice from the college / university showing the cost that the employee paid for the course(es) • The completed Expense Report and above documentation should be submitted to Benefits Department via email at Benefits@CrackerBarrel.com. • Within three (3) business days the Expense Report will either be approved by Benefits and submitted to Accounts Payable for reimbursement or returned to the employee for clarification / additional documentation. In either case, the employee will receive email notification of the action taken.
Appeal Process	• If a request for Tuition Reimbursement is not approved, the employee may appeal the decision to the Benefits Director, Lisa Biffle.
Changing Majors or	• If an employee should decide to change majors / degree programs after the initial application, the employee must reapply for tuition reimbursement by



Tuition Reimbursement Policy Effective January 1, 2024

Degree Programs	completing the Initial Application process (described above) prior to taking any courses in the new major / degree program. • If an employee fails to reapply prior to taking a course in the new major / degree program, the Company reserves the right to suspend or eliminate tuition reimbursement payments for the employee.
Future Changes	• The Company reserves the right to change the Tuition Reimbursement Policy and/or processes or to terminate the program at any time.