



Tuition Reimbursement Application

Eligible employees: Employees who work 30 hours or more per week at the following locations (for Cracker Barrel: Store Support Center, Distribution Center, Cedar Valley Inn and Field Managers; for Maple Street Biscuit: Family Support and Community Leaders)

I. Employee Information

Name _____ Date _____

Employee # _____ Extension # _____

Dept # _____ Department Name _____

Supervisor's Name _____

II. Degree Information

Type of Degree: BA BS AA Other (please describe) _____

Undergraduate 4 Year
 Graduate 2 Year

Name of Degree Program _____

Will you receive tuition reimbursement from any other source, such as a Hope Scholarship, etc.? Yes No

Explain Relationship of Course(s) to Current Job (attach additional paper if necessary)

Attach the following documentation to this application:

- ❖ 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 application and documentation to your immediate supervisor for approval of the job and/or career relevancy of the desired degree program.

III. Supervisor's Approval

Supervisor's Signature _____

Date _____

Supervisor's Name (printed) _____

Benefits Department Approval _____

Date _____

Submit completed application (with supervisor's signature) and documentation to Benefits Department (SSC Service Center – HR Service Desk ticket). You will be notified of the status of your application within three (3) business days of receiving the application.