



TUITION FUNDING ASSISTANCE FORM

Instructions and Application

Eligibility - Assistant Restaurant Managers, Restaurant General Managers, and Above Store Leaders who are active, performing at least on target and have been employed for at least 61 days.

Before taking any courses, each semester you must submit a completed Tuition Funding Assistance Application with approval from your Supervisor.

FORM INSTRUCTIONS:

Employee's Responsibilities

BEFORE signing up for any course(s):

1. **Obtain** approval from Academic Advisor at Excelsior College for courses.
2. **Complete** a Tuition Funding Application Form and attach the course approval from Excelsior College
3. **Submit** to your supervisor and obtain written approval
4. **Make a copy for your records**
5. **Email, fax or mail** the completed form to HUB. (See below for address.)

After the Tuition Funding Application Form has been completed and submitted for processing, the employee will receive an email from Excelsior College allowing registration for the approved courses. The employee will need to register online at Excelsior College.

Tuition Funding Assistance cannot exceed \$5,250 in any calendar year.

SUPERVISOR'S Responsibilities

1. Review contents of the completed Tuition Funding form for accuracy and completeness, validating that employee meets eligibility requirements, courses and fees adhere to the Tuition Funding Policy rules, and you approve the employee taking the courses.
2. Indicate your approval by completing and signing the application (See Supervisor Approval Section of the form).
3. Return to the employee for forwarding to HUB-Benefits@yum.com

Restaurant HUB Information

Mailing Address: Yum! Brands, Inc.
Restaurant HUB, Attn: Tuition Funding Administrator
5200 Commerce Crossings Drive
Louisville, KY 40229

Interoffice: Restaurant HUB -Mail Drop L-6265- Attn: Tuition Funding Administrator

Fax: (502) 874-6254 - Attn: Tuition Funding Administrator

Phone: (888) 372-5313

Email: HUB-Benefits@yum.com

PROGRAM ADMINISTRATION AND TERMINATION: The Tuition Funding Assistance Program is administered by the Restaurant HUB. The Company reserves the right to interpret, amend or terminate the program at any time. No rights shall accrue by reason of, or arising out of, any statement made in or omitted from this document.



EXCELSIOR COLLEGE TUITION FUNDING ASSISTANCE APPLICATION FORM

Before taking any courses, an employee and supervisor signed application form must be submitted to the Restaurant HUB for processing.
Attach a copy of your Excelsior College Academic Advisor's approval for the course (accessed by logging into Excelsior).

EMPLOYEE INFORMATION (Please Print Clearly)

EMPLOYEE NAME		LEARNING ZONE ID	EXCELSIOR STUDENT ID
HOME ADDRESS (STREET, CITY, STATE, ZIP CODE)		HOME or CELL TELEPHONE NO.	
EMPLOYEE ID	Email Address	JOB TITLE	WORK TELEPHONE NO. (where you can be reached)

TYPE OF DEGREE PROGRAM(Complete ALL sections)

Undergraduate: <input type="checkbox"/> Associate's <input type="checkbox"/> Bachelor's	Graduate: <input type="checkbox"/>	Anticipated Graduation Date: Date: _____	This degree is: <input type="checkbox"/> Related to a CURRENT Job at the Company <input type="checkbox"/> Related to a FUTURE Job at the Company	Major: _____
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Is this a change to your initial application? Yes No

GRADUATE LEVEL STUDENTS ONLY must answer the following four questions:

Yes <input type="checkbox"/>	No <input type="checkbox"/>	Does this education maintain or improve the skills required of you in your current job with us?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Does this education meet the express Pizza Hut Requirements as a condition of your employment, retention of status or salary?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is this education required to meet the minimum educational requirements of your current position?
Yes <input type="checkbox"/>	No <input type="checkbox"/>	Is the education part of a program of study that will lead to qualifying you for a new trade or business outside this Company?

COURSE INFORMATION (Please Print Clearly)

Course Name	Course Date		
	From	To	
			<p>A. I understand that this form for prepaid tuition can only be used for the course(s), course books and or fees approved.</p> <p>B. I understand that I am responsible for payment of all charges for which I am not eligible under the Pizza Hut Funding Assistance Policy. I agree to abide by the terms and conditions of the Piza Hut tuition funding policy.</p> <p>C. I understand that Excelsior College may give course or financial information to the Pizza Hut Administrator as it pertains to my enrollment at Excelsior College.</p> <p>D. I understand that I am enrolling in the courses voluntarily and will not be compensated for time spent on coursework.</p> <p>E. Tuition funding assistance (including tuition and books) cannot exceed \$5,250 in any calendar year.</p>

1. These courses have been approved by your Academic Advisor towards your Excelsior College Degree.
2. You will receive an email from Excelsior College when this completed form has been returned and processed.
3. Upon receipt of the course verification email, you will be eligible to register for an Excelsior College online course at www.excelsior.edu/courses
4. You can then purchase your books online at <http://www.mbsdirect.net/index.php>

WITHDRAWING FROM A COURSE/LATE REGISTRATION

Student must officially withdraw from a course by the drop date to avoid financial responsibility for the course and materials. If the student withdraws from a course after the term's posted drop date, the student will be responsible for reimbursing Pizza Hut for the full cost of the course and materials within 30 days. Applications must be turned in by registration deadlines. **No late registrations will be processed.**

Fees associated with the Excelsior program will be deducted from the yearly limit. ANY amount paid to a student that is over the \$5250.00 yearly limit (regardless of reason) will require reimbursement to Pizza Hut for the full overage amount within 30 days. No further courses will be approved until this amount has been satisfied.

I certify that all the above information is accurate. I understand that if at any time the IRS would determine the information is not accurate, I may be held responsible for tax, penalties and interest resulting from inclusion of the cost of this tuition funding in my taxable income.

Employee Signature	Date
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SUPERVISOR APPROVAL SECTION

I certify that this associate is in active status and is performing at least on target.

SUPERVISOR NAME (Please Print)	SUPERVISOR JOB TITLE	SUPERVISOR SIGNATURE	DATE
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