



STEP by STEP Guide to the Tuition Assistance Application Process

1. Chick-fil-A uses a service called EdFlo to manage your education reimbursement process.
2. Set up your account through <https://chick-fil-a.edflo.com>. A personal e-mail address is required to set up your account where you will receive notifications regarding your tuition assistance process. Enter your personal information and select your franchise location.
3. Your application will be reviewed and validated by a manager. Once complete, you will receive a notification from EdFlo, and you may sign into your new account to make new requests and manage your tuition assistance activities.
4. Log into your account and complete the process to **Apply for a Purchase Authorization**.
5. For Degree Programs and Certificates consisting of multiple courses, a one-time approval is required before applying for courses.
6. Once you have an approved purchase authorization, you may enroll in classes.
7. If you forget your password, a password reset can be sent to your personal e-mail address immediately.

When your classes are completed and you receive your grades, sign back into your account at <https://chick-fil-a.edflo.com>, and supply documentation and receipts of your grades and costs. This process will request reimbursement for your expenses. **You must complete your request within 90 days of the course end-date.** Evidence of satisfactory grade(s) along with course name(s) and/or number(s), itemized receipts for tuition, text books, and registration fees (including lab and/or computer fees) are required to be supplied. For CLEP reimbursement, you will need to provide proof of passing.

NOTE: All these items must show the employee's name and school name or be included on school letterhead in order to be approved.

Your request will be routed to EdFlo personnel for review. If your reimbursement is approved, your Chick-fil-A franchise will be notified and you will receive your reimbursement through payroll (usually within 1-2 pay cycles).

Scholarships, Grants and Other Forms of Tuition Assistance

If you receive monetary assistance through a scholarship, government-sponsored grant or any other source, you will only be reimbursed for the difference between the total cost of your tuition and any money you receive from such tuition assistance sources, up to your approved reimbursement amount, which will not exceed the maximum annual reimbursement limit.

Example: Your total tuition cost is \$1,400 and you receive a scholarship for \$1,000. The scholarship reduces your tuition cost to \$400. If you were approved for \$500 on your application, you will receive \$400 to cover your remaining tuition cost. Any scholarship, grant or tuition assistance from any other source will be applied to the semester in which the school receives the scholarship payment and is applied against that semester's tuition charges.

It is your responsibility to report all monetary assistance you receive through scholarship, grants or any other source for the course(s) in which you are receiving tuition assistance under this program. Failure to do so may result in disciplinary action, up to and including termination, and you may be required to reimburse the Company for the full amount of tuition reimbursement you received.