TUITION REIMBURSEMENT PROGRAM

Eligibility Requirements

- Enrolled in an accredited college or in a certificate program
- Employed with Ruby Tuesday for 6 months and average 20 hours per week.
- The Tuition Reimbursement Application must be submitted prior to the first day of the class.
- Team members age 55 or older will be reimbursed 100% of the cost ($1,000 calendar year maximum) for courses or financial counseling to help prepare for retirement.

The Tuition Reimbursement Process

1. Complete the application, sign and date it.
2. Obtain your Supervisor's signature.
3. Submit the application prior to the first day of the class.
4. At the completion of the course, submit grades and an itemized receipt within 90 days of course completion.
5. If eligibility and reimbursement requests are met, Benefits Administration will process the reimbursement. If any of the requirements are not met, you will receive an email with an explanation.

All documents and questions may be sent to benefitsadministration@rubytuesday.com.

RubyTuesday

TUITION REIMBURSEMENT APPLICATION

EMPLOYEE INFORMATION	
Employee Name:	**Restaurant Number:**
Telephone:	**Last four digits of Social Security No.**
Employee Address:	

EDUCATIONAL INFORMATION	
Name of School:	
Course Begins:	**Completion Date:**
Course Name & Number:	**Description of Course:**
Course Name & Number:	**Description of Course:**
Course Name & Number:	**Description of Course:**

REIMBURSEMENT LEVEL
Grade of A = 100% of tuition cost to maximum reimbursement of $1,000 per calendar year.
Grade of B = 85% of tuition cost to maximum reimbursement of $1,000 per calendar year.
Grade of C = 75% of tuition cost to maximum reimbursement of $1,000 per calendar year.
Grade of Pass = 75% of tuition cost to maximum reimbursement of $1,000 per calendar year.
Grade below C = 0%

SIGNATURES	
Employee:	**Date:**
Supervisor:	**Date:**
Educational Assistance Administrator:	**Date:**

Please send the Application and Consent Form to: benefitsadministration@rubytuesday.com

Any questions regarding this benefit should be directed to benefitsadministration@rubytuesday.com.

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STUDENT CONSENT TO RELEASE ACADEMIC INFORMATION

By signing below I understand that my grades will be released to Ruby Tuesday, Inc. for the purpose of the Tuition Reimbursement Program.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Understanding my privacy rights under FERPA, I consent to giving access to my midterm and final grades from my education records to Ruby Tuesday, Inc. for the purposes of participating in the Ruby Tuesday, Inc. Tuition Reimbursement Program.

I understand that this access will continue until I revoke this access in writing; or until I cease to be a student at _____. I authorize the above institution to allow a representative of Ruby Tuesday, Inc. Benefits Department access to a copy of my grades. This authorization does not permit the third party to make any changes.

Student's Name: _____

Current Mailing Address: _____

City, State, Zip: _____

Daytime Phone Number: _____

Social Security #: _____

Student's Signature: _____

Date: _____

Email address _____

Any questions regarding this benefit should be directed to:

Ruby Tuesday
Benefits Department
333 East Broadway Avenue
Maryville, TN 37804
Email at benefitsadministration@rubytuesday.com