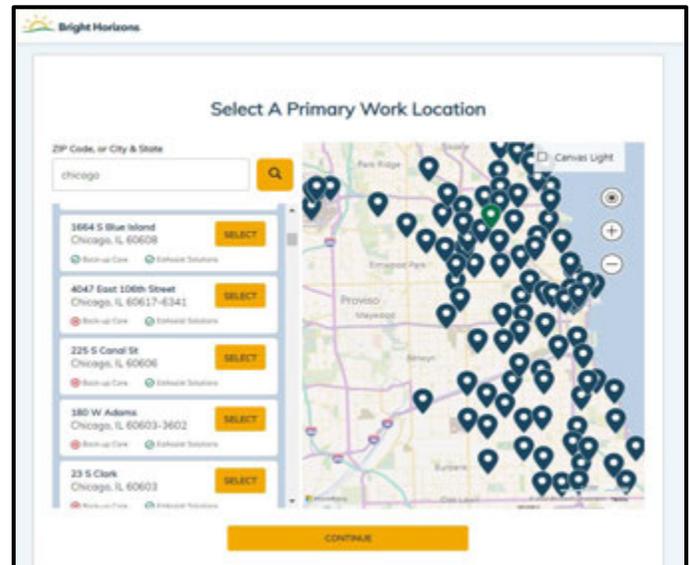
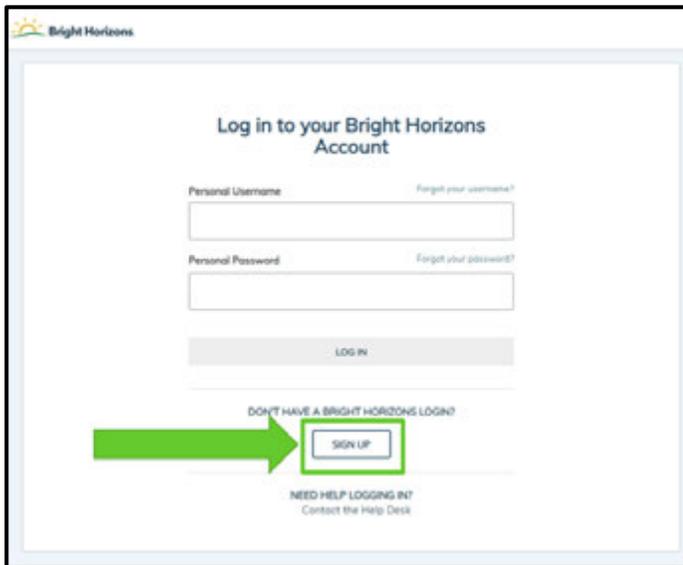


Submitting an Application for Tuition Assistance through Bright Horizons EdAssist

- 1) Access Bright Horizons EdAssist Solutions from www.ArchwaystoOpportunity.com or go directly to the EdAssist Site <https://mcdoperator.edassist.com>
 - First time users click Sign-Up
 - Return users click Log-In - using the username and password set up at registration
- 2) Select your restaurant from the restaurant locator (search by zip code or city and state) Click Continue

Note: You will be prompted to verify your restaurant each time you login



- 3) Complete your personal profile Information including your employment information

You will need the following:

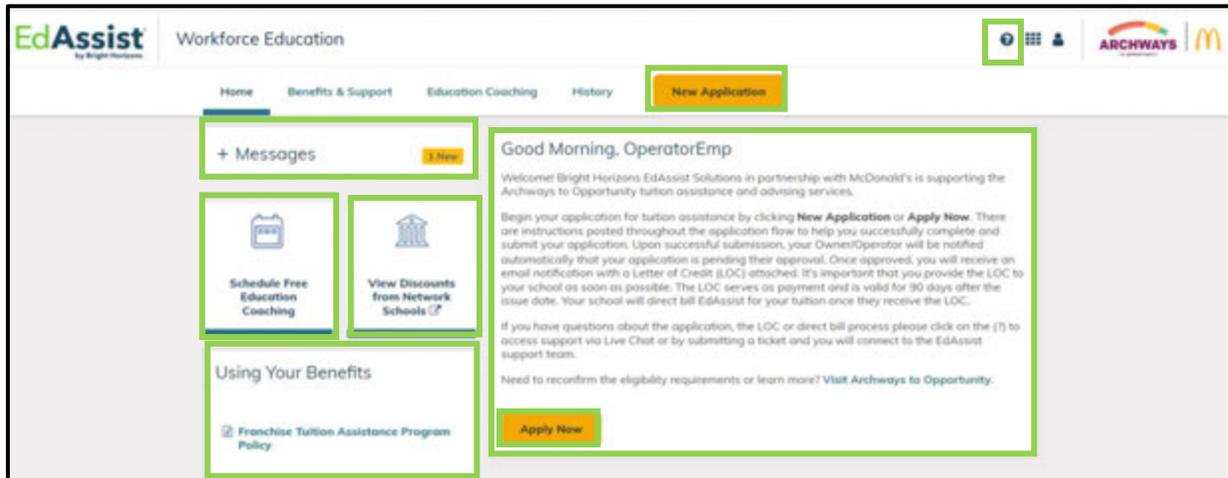
- Date of Birth
- Last 4 digits of your SSN
- Your start date
- Your current role
- The average number of hours worked per week

Click Continue



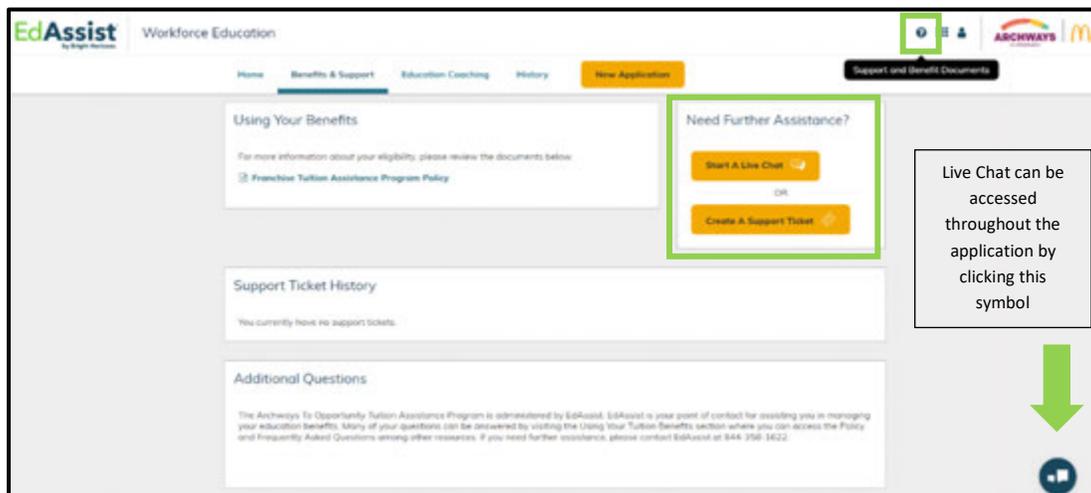
4) The Ed Assist Home Page:

1. Read important messages from EdAssist
2. Schedule an appointment with a coach at any time
3. Visit the Partner School Network to find additional discounts
4. Find valuable resources
5. Request assistance by accessing the support service tab (?) in the top right corner
6. **Read** the instructions in the welcome message and you are ready to start a tuition assistance application



For support – submit a support ticket anytime or

- You can access Live Chat via the chat bubble – Monday – Friday 8:00 am – 8:00 pm
- Call us at 844-358-1622



5) To request tuition assistance click New Application
 *If you are unable to start a request you do not meet the eligibility requirements. Click the (!) to review the eligibility

Select Your:

- Degree/Program
- Field of Study
- Tuition Assistance Program
 *CTU students select the program at CTU

Home Benefits & Support Education Coaching History **New Application**

1 Programs 2 Learning Providers 3 Expenses 4 Agreements 5 Review and Submit

Programs

* = Required

Education Program *
 Bachelor's Degree

Next Question

What is the professional area of focus?
 Please Make a Selection *
 Accounting

Next Question

What Employer Program would you like to use?
 Tuition assistance through Archways to Opportunity is available to eligible restaurant employees of participating restaurants. To complete your application for assistance, please select **Tuition Assistance Program** to continue. If you are attending CTU through our exclusive McDonald's partnership, please select **Tuition Assistance Program at CTU**.

Please Make a Selection*

Tuition Assistance Program

Tuition Assistance Program at CTU

Continue Cancel

Home Benefits & Support Education Coaching History **New Application**

1 Programs 2 Learning Providers 3 Expenses 4 Agreements 5 Review and Submit

* = Required

Who is your Education Provider? *

Tuition Assistance is money to help pay for college courses that are taken at an "approved school" such as a two or four year public or private college or university; business, technical or vocational school; graduate or post-graduate school that is accredited by the Department of Education.

Selected Education Provider * Address * Student ID (Optional)
 None Selected - Unknown

Search For A Provider

Continue Cancel

Search

Name (Optional) Country (Optional) State (Optional) City (Optional)
 Boston University [Country] [State] [City]

Accreditation (Optional)
 Select

Search Clear

Name	Address	BN Network
Boston University	Student Activity Office, Agency Billing, 981 Commonwealth Ave, Boston, MA	No
Boston University	OC, Massachusetts Reconnect, P.O. Box 28770, New York, NY	No
Boston University	Massachusetts Reconnect, P.O. Box 28770, New York, NY	No
Boston University	School of Social Work, 204 Bay State Rd, Boston, MA	No
Boston University Law School	781 Commonwealth Avenue, Boston, MA	No
Boston University Metropolitan College	775 Commonwealth Ave, Box 40, Boston, MA	Yes
Boston University Metropolitan College	South Shore Center, 25 Shoreline Hill Rd, Shoreline, MA	Yes
Boston University School of Public Health	72 E Concord St, Boston, MA	No

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7) Select your School (Education Provider)

- Click Search for provider
- Enter your school's name, search, and select your school.

*CTU students - CTU will automatically populate as your provider. Your Student ID is required

8) Courses and Expenses

- Enter **accurate course dates** to avoid request or payment delays.
- Reminder you can only request for one session (term) at a time.
- Enter in your expected complete/graduation date

CTU Students Only

- Check the CTU Session Information link to ensure the correct course dates are included on your application

Session Information

IMPORTANT: Please read the instructions below to ensure your request is processed

- An application may only be submitted **45 days** before your session start date.
- You can only request for one session (term) at a time.
- **Course dates** entered must be **accurate** to avoid request or payment delays.
- To find the accurate session dates for your courses visit this link [CTU Session Information](#)

Session Start Date * Session End Date *

Are you graduating or completing your education program with this session?

Please Make a Selection*

Yes No

Expected Completion Date *

The dollar amount shared will match your **remaining annual benefit balance**.

This amount will be included on your Letter of Credit (LOC), **which you must provide to your school upon approval**. If your annual balance is exhausted the amount will auto populate at \$0.00. You will not be able to move forward with your application for that benefit year.

Home Benefits & Support Education Coaching History [New Application](#)

Courses and Expenses

* = Required

Your tuition and eligible expenses will be paid at 100% up to your annual benefit amount (\$2,500 Crew/\$3,000 Manager MAX). Tuition assistance covers tuition, program fees, lab fees, registration fees and technology fees that are not covered by scholarships or grants. You are responsible for paying all other costs.

Session Information

IMPORTANT: Please read the instructions below to ensure your request is processed

- An application may only be submitted **45 days** before your session start date.
- You can only request for one session (term) at a time.
- **Course dates** entered must be **accurate** to avoid request or payment delays.
- The dollar amount shared below is your actual **remaining benefit balance**.
- The same dollar amount will be included on your LOC, **which you must provide to your school** upon approval.
- Final tuition payments are determined upon **invoice from your school** to EdAssist and will be made following the policy.

Session Start Date * Session End Date *

Are you graduating or completing your education program with this session?

Please Make a Selection*

Yes No

Expected Completion Date *

Benefit Remaining for 2022

(\$2,500.00)

[Continue](#) [Cancel](#)

Home Benefits & Support Education Coaching History [New Application](#)

Courses and Expenses

* = Required

Your tuition and eligible expenses will be paid at 100% up to your annual benefit amount (\$2,500 Crew/\$3,000 Manager MAX). Tuition assistance covers tuition, program fees, lab fees, registration fees and technology fees that are not covered by scholarships or grants. You are responsible for paying all other costs.

Session Information

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- The dollar amount shared below is your actual **remaining benefit balance**.
- The same dollar amount will be included on your LOC, **which you must provide to your school** upon approval.
- Final tuition payments are determined upon **invoice from your school** to EdAssist and will be made following the policy.

Session Start Date * Session End Date *

Are you graduating or completing your education program with this session?

Please Make a Selection*

Yes No

Expected Completion Date *

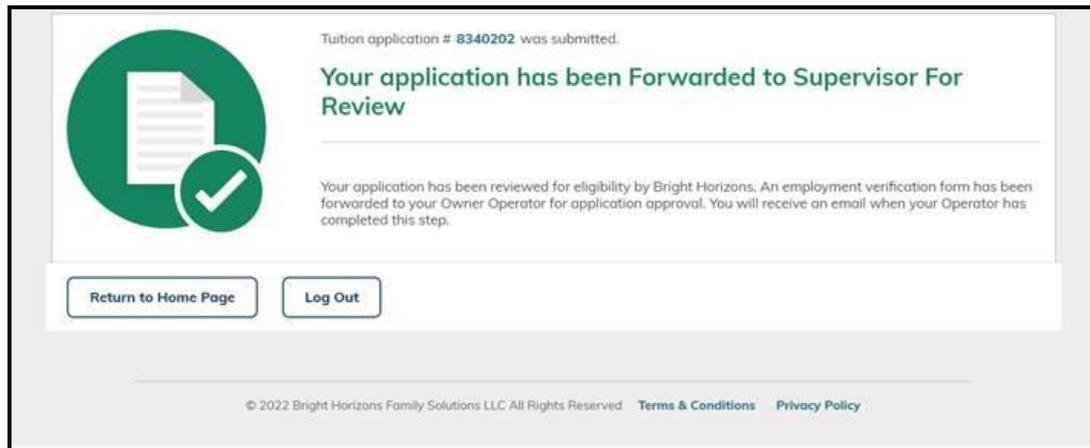
Benefit Remaining for 2022

(\$0.00)

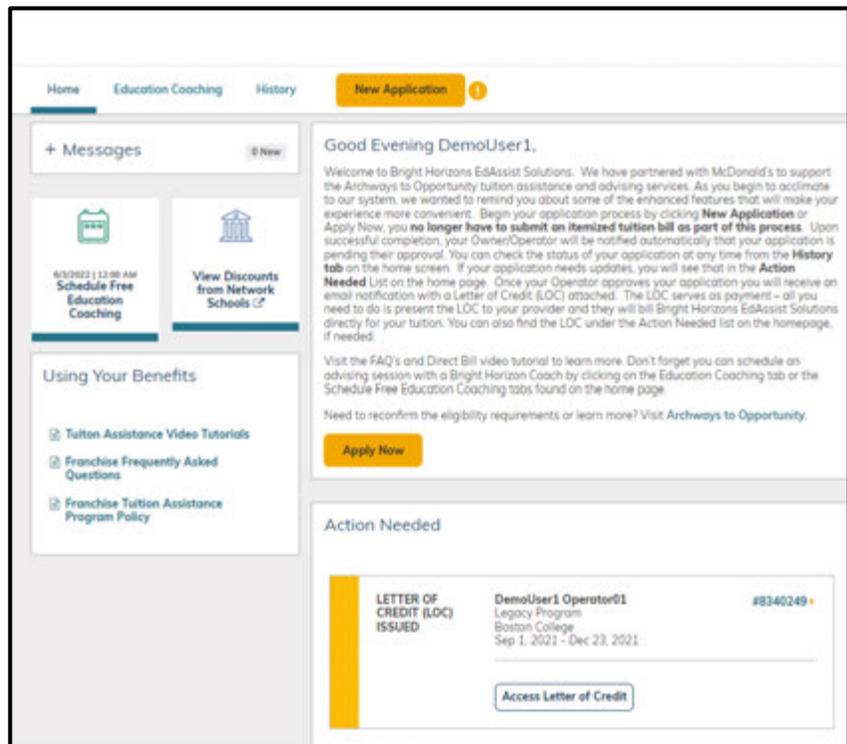
Note: The maximum benefit amount for this program is \$2,500.00. You have no available funds remaining.

[Cancel](#)

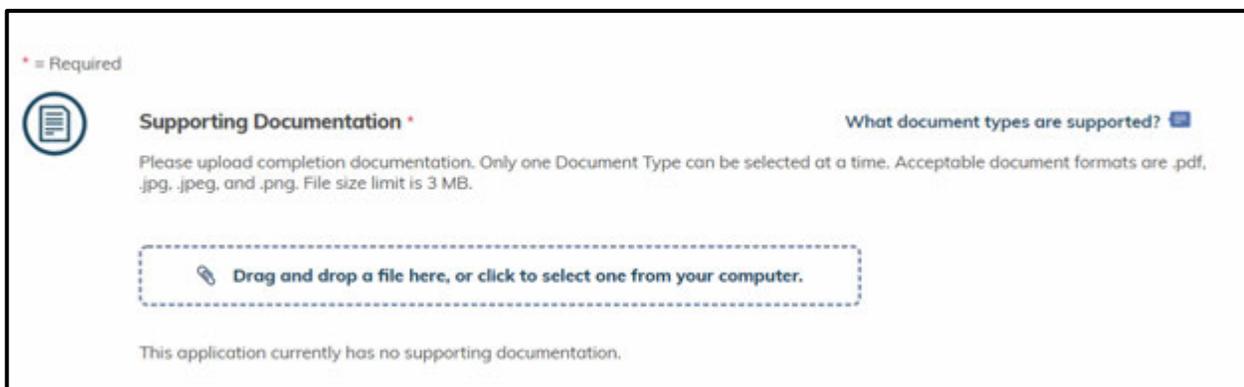
- 11) You will receive a Confirmation of Submission – this means your application has been forwarded to your Operator for approval. Once your application status has changed you will receive an email notification with additional detail. If you wish to review the status of your application, click on the ‘history’ tab on your homepage



- 12) After your course is completed log back into your account to upload documentation of your grade. Go to the ‘Action Needed’ section



Drop or attach your transcript/grades to close out this application



13) All pending applications can be found under the 'Action Needed' section of your homepage. You can choose to submit or cancel those application.

The screenshot displays the EdAssist Solutions homepage. At the top, there are navigation tabs for Home, Education Coaching, History, and a highlighted 'New Application' button with a notification icon. Below the navigation, there is a 'Messages' section with a '+ New' button. Two main content cards are visible: 'Schedule Free Education Coaching' (dated 6/10/2022 12:00 AM) and 'View Discounts from Network Schools'. A 'Using Your Benefits' section lists links for 'Tuition Assistance Video Tutorials', 'Franchise Frequently Asked Questions', and 'Franchise Tuition Assistance Program Policy'. A large green arrow points from this section towards the 'Action Needed' section. The 'Action Needed' section contains a list of applications. The first entry is 'SAVED - NOT SUBMITTED' for 'DemoUser1 Operator01' at 'Colorado Technical University - EdAccess' (May 1, 2022 - Jun 1, 2022), with ID #8340347 and a 'Submit or Cancel' button. The second entry is 'SUBMITTED - INCOMPLETE' for 'DemoUser1 Operator01' at 'University of Chicago' (Apr 4, 2022 - May 27, 2022), with ID #8340287 and a 'Complete Application' button. A second large green arrow points from the 'Using Your Benefits' section towards the 'SUBMITTED - INCOMPLETE' entry.

DISCLAIMER:

Most McDonald's restaurants are operated by independent franchisees who are independent employers, and set their own employment policies and practices, including pay and benefits for the people working in their restaurants. McDonald's does not control the independent franchisees' employment policies and practices and does not employ individuals working at franchised restaurants. The programs or benefits described here are available at McDonald's-owned restaurants and the restaurants of participating franchisees. McDonald's and independently owned and operated franchisees are equal opportunity employers and committed to a diverse and inclusive workforce.