



## Tuition Assistance Program Agreement

By signing below, I certify that the information contained on page 1 of the **Tuition Assistance Application** (“Application”) is true and correct. If my Application is approved, I understand and agree that:

1. To qualify for tuition assistance, I must:
  - a. Meet the expectations of my job, as determined by Lennox in its sole discretion.
  - b. Complete my Studies (as defined on page 1 of the Application) using my own initiative and time. Time spent on Studies is not considered Working Time.
  - c. Pay all up-front costs and fees associated with the Studies.
  - d. Complete a **Tuition Assistance Payment Form** and submit it, along with itemized receipts, to Human Resources prior to the start of each term.
  - e. Timely inform Human Resources of all non-loan financial aid, including but not limited to scholarships, grants, or any other payments or repayments.
  - f. Complete the class in question with a final grade of C/75 or better (US) or passing (Canada). If I am a US-based employee, classes taken Pass/Fail or Credit/No Credit will not qualify for payment unless I demonstrate that the class is required, and other grading options were not available.
  - g. Submit final grades to Human Resources within 4 weeks following the end of the term.
  - h. Be employed by Lennox on the payment date.
2. Payments under this Tuition Assistance Program (“Program”) are capped at \$5,250 (Undergraduate Studies) or \$10,000 (Graduate Studies) per calendar year, based on class completion date. All payments are subject to applicable taxes and withholdings. Costs associated with late fees, parking fees, audited classes, and classes that have been or will be paid or reimbursed by another source (e.g., student aid, scholarships, grants) do not qualify for tuition assistance.
3. For US employees, all payments above a certain level (\$5,250 in 2023) will be treated as taxable income in compliance with IRS Regulations.
4. Payments are not a promise of future employment, promotion, transfer, reassignment, tuition assistance, or increased compensation. US employment with Lennox remains “at will,” meaning that either I or Lennox can end the employment relationship at any time, with or without notice or cause.
5. If I voluntarily resign from Lennox, I will repay all tuition assistance received during the last 12 months (for Undergraduate Studies) or 24 months (for Graduate Studies) of my Lennox employment. Payment is due within 30 days of separation. I will also repay Lennox, within 30 days, any tuition assistance that is ultimately paid or reimbursed by another source. Regarding these repayment obligations, I, as a matter of convenience, authorize Lennox to withhold, deduct, or set-off the full amount owed from any compensation or other payment due to me by Lennox (including but not limited to my final check, accrued but unused vacation, earned but unpaid bonuses or commission, and short-term incentive payments) to the maximum extent permitted by law.



6. Lennox reserves the right to deny payment at its sole discretion. Lennox also reserves the right to modify or discontinue the Program, or the terms and conditions of its payments to me under the Program, at any time and in its sole discretion.

**ACKNOWLEDGED AND AGREED:**

Employee Signature	Printed Name
Date	Employee ID

**APPROVED BY:**

Supervisor Signature	Printed Name
Date	Employee ID

**\*\*\*FOR HUMAN RESOURCES USE ONLY\*\*\***

US- or Canada-based, non-bargained employee of Lennox:  Yes  No

Canada:  US:

Undergraduate Studies  Graduate Studies

Accredited Institution:  Yes  No (For US employees, visit <https://ope.ed.gov/dapip/#/home> to search)

Studies directly related to a current or desired Lennox position:  Yes  No

Bill to: \_\_\_\_\_(Account Number) \_\_\_\_\_(Cost Center Number)

Approved By (signature)	Printed Name
Date	