

TUITION ASSISTANCE PROGRAM

BACKGROUND

Lennox International, Inc. and its associated companies (“Lennox”) support employees’ continued growth and development. As part of this commitment, Lennox provides tuition assistance to help eligible employees off-set costs associated with an approved course of undergraduate (“Undergraduate Studies”) or graduate study (“Graduate Studies”) (generically, “Studies”) that is directly related to a current or desired Lennox position.

ELIGIBILITY

In order to be eligible for payment under the Tuition Assistance Program (“Program”), employees must:

1. Be a US- or Canada-based, non-bargained employee of Lennox.
2. Be enrolled in an approved course of study at an accredited college or university that is directly related to a current or desired Lennox position. For the purpose of this Program, an accredited US college or university is one that is listed on the US Department of Education’s Database of Accredited Postsecondary Institutions and Programs (<https://ope.ed.gov/dapip/#/home>). An accredited Canadian college or university is one that has either been issued a charter by the provincial government or has been granted the authority to grant degrees by provincial legislation.

BENEFITS SUMMARY

1. Undergraduate Benefit: Subject to the repayment provisions listed below, Lennox will provide eligible employees with tuition assistance for certain costs (including tuition, books, and lab fees for successfully completed classes) associated with their Studies, up to a maximum of \$5,250 per calendar year (based on class completion date).
 2. Graduate Benefit: Subject to the repayment provisions listed below, Lennox will provide eligible employees with tuition assistance for certain costs (including tuition, books, and lab fees for successfully completed classes) associated with their Graduate Studies, up to a maximum of \$10,000 per calendar year (based on class completion date).
 3. 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.
1. All payments are subject to applicable taxes and withholdings. Employees are responsible for any tax implications associated with tuition assistance and are encouraged to speak to a tax advisor (at their expense) before enrolling in the Program. For US employees, all payments above a certain level (\$5,250 in 2023) will be treated as taxable income in compliance with IRS Regulations.

EMPLOYEE OBLIGATIONS

To qualify for tuition assistance, eligible employees must:

1. Meet the expectations of their job, as determined by Lennox.
2. Complete Studies on their own initiative and time. Time spent on Studies is not considered Working Time (as defined in the Employee Handbook).
3. Have their Studies approved by their Supervisor and a member of the Human Resources team. To begin the process, employees must submit a completed **Tuition Assistance Application** to Human Resources. Applications are available on THELIINK or from Human Resources. Because Lennox reserves the right to deny a request to participate in the Program at its sole discretion, employees are encouraged to obtain approval *before* enrolling in Studies.
4. Pay all up-front costs and fees associated with the Studies.
5. Submit a completed **Tuition Assistance Payment Request Form** (with receipts) to Human Resources prior to the start of each term. Forms are available from Human Resources. Lennox has the sole right to determine whether submitted documentation is sufficient.
6. Timely inform Human Resources of all non-loan financial aid, including but not limited to scholarships, grants, and any other payments or repayments.
4. Submit final grades to Human Resources within 4 weeks following the end of each term. To qualify for tuition assistance with regard to a particular class, eligible employees must complete the class in question with a final grade of C/75 or better (US) or passing (Canada). For US employees, classes taken Pass/Fail or Credit/No Credit will only qualify for tuition assistance if the employee demonstrates that the class is required and no other grading options were available.
5. Be employed by Lennox on the payment date.

REPAYMENT

In the event of voluntary resignation from Lennox, employees must repay all tuition assistance received during the last 12 months (Basic Benefit) or 24 months (Graduate Benefit) of their employment. Payment is due within 30 days of separation. Employees must also repay, within 30 days, any amount received through the Program that is ultimately paid or reimbursed by another source. Regarding these repayment obligations, employees must authorize Lennox to withhold, deduct, or set-off the full amount owed from any compensation or other payment due to them by Lennox (including but not limited to final checks, accrued but unused vacation, earned but unpaid bonuses or commission, and short-term incentive payments) to the maximum extent permitted by law.

NO PROMISE OF FUTURE EMPLOYMENT, ADVANCEMENT, OR ASSISTANCE

Payments made under this Program 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 the employee or Lennox can end the employment relationship at any time, with or without notice or cause.

NO DISCRIMINATION OR RETALIATION

Lennox prohibits discrimination because of protected characteristics. Employees who know or suspect discrimination should follow the reporting procedures outlined in the [Code of Business Conduct](#). Employees making good faith reports of discrimination or harassment will be protected from retaliation. Please see the Lennox [Anti-Retaliation Policy](#) for details.

MODIFICATION OR CANCELLATION

Lennox reserves the right to modify or cancel the Program, or any employee's participation in the Program, at any time, with or without notice, and in its sole discretion.