

Tuition Assistance Payment Request Form

To take advantage of Lennox’s Tuition Assistance Program, employees must: 1) have an approved Tuition Assistance Agreement in place; 2) pay all up-front costs associated with their studies; 3) complete this form and submit it, along with itemized receipts, to Human Resources before the start of each term; and 4) submit proof of successful completion of each class to Human Resources within 4 weeks after the end of each term. For more information, please refer to the **Tuition Assistance Program** benefits summary, on LIIBenefits.com (US), the Canada page of THELIINK (Canada), and from your Human Resources Business Partner.

Expense Description ¹	Associated Class Title	Cost

a) Undergraduate Studies ____ Graduate Studies ____

b) Total education expense for the term: \$_____

c) Will you be receiving any form of financial aid or educational reimbursement in connection with your educational expenses this term? (For the purpose of answering this question, do not consider loans or tuition assistance you may receive from Lennox.)

Yes No

If yes: Amount:\$_____

- Scholarship
- Reimbursement
- Grant
- Other

d) **Total tuition assistance requested \$_____** (a minus b)

By signing below, I agree that:

1. The above expenses are associated with an approved course of study.
2. The terms and conditions of my tuition assistance agreement, including repayment provisions, are incorporated by reference into this Tuition Assistance Payment Request Form and apply to any payments I may receive through the Tuition Assistance Program.
3. Lennox determines payment and sufficiency of documentation at its sole discretion.

Employee Signature

Printed Name

Date

Employee ID

¹ Attach itemized receipts. Use additional forms as needed.

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

Date Form received: _____

Canada ___ United States___

Undergraduate Studies___ Graduate Studies___

Receipts provided? ___Yes ___No

Date receipts received: _____

Course Grade: (1) ___ (2) ___ (3) ___ (4) ___

Approved Payment Amount: \$_____ (Undergraduate Studies capped at \$5,250 per calendar year based on class completion date; Graduate Studies capped at \$10,000 per calendar year based on class completion date unless otherwise agreed in a writing signed by an HRVP.

For US employees, all payments above a certain level (\$5,250 as of 2023) will be treated as taxable income. Specifically:

- The first \$5,250 is coded using 3248, non-taxable.
- \$5,251+ is coded as 3249, taxable.

Bill to: _____(Account Number) _____(Cost Center Number)

Approved by:

(Signature) (Printed Name) (Date)