

Global Tuition Reimbursement Program

Current's Global Tuition Reimbursement Program is designed to reimburse employees for certain fees and expenses associated with eligible course study that will help improve performance in one's current role or prepare one for advancement within the Company.

For other educational expenses related to your employment, such as required continuing professional or vocational education and licensure maintenance requirements, please contact your HR Manager for more details.

Reimbursement Benefit:

Current will reimburse up to \$5,000 USD* per calendar year for tuition and certain fees associated with approved educational courses. Acceptable reimbursable fees include:

- Application/Registration fee
- Laboratory use
- Library use
- Required textbooks
- Course-related software and/or certain equipment.

Non-academic fees for items such as transportation, parking, meals, laptops, tablets, and calculators are not covered under this program. This list is not inclusive of all fees that may arise or be presented for reimbursement. Reimbursement shall be determined by and within the sole and exclusive discretion of the Company.

There is a lifetime cap on reimbursement of \$50,000 USD (or an equivalent value in non-U.S. jurisdictions).

Eligibility:

This program is available to all active full-time employees with at least six (6) months of continuous service, working at least 30 hours per week.

Terms & Conditions:

- Courses subject to reimbursement must be approved first by the employee's People Leader and HR Leader.
- Approved courses must lead either to a degree in the employee's job-related field or a specialization certificate in the employee's job-related field. Note, employees may submit for reimbursement for courses not related to the employee's current field, but that are required for degree completion. Courses must be taken at an accredited college or university and must be taken outside of normal working hours.
- Courses must be paid for by the employee and must not be covered by grants or scholarships.
- Courses must be paid for in full before reimbursement will be processed.
- Employees must complete and pass the course with a grade of "C" (or its equivalent) or better for undergraduate or certificate earning courses, or a grade of "B" or better for graduate courses.
- The Company Shall not approve any reimbursement under this Program for executive masters level programs (such as executive MBA programs) that are held during working hours, on an accelerated basis, graded on a pass/fail basis, or charged on a bundled fee basis (rather than per course). However, the business may choose to sponsor your participation in such a program separately. Please see your HR Manager for more details.
- Employees shall be required to repay any reimbursed amount if he or she voluntarily exits the business within six (6) months of receiving reimbursement for any approved course credit(s) or associated fee(s).
- This program is completely discretionary, and the Company reserves the right to alter, amend, or discontinue the program at any time and without advance notice of any changes or discontinuation.

Reimbursement Process:

A. At least 30 days prior to course registration deadline:

1. Complete the Tuition Reimbursement application fully. Incomplete applications will delay processing.
2. Obtain approval signatures from your People Leader and HR Manager. If you are unable to obtain wet signatures, email approval will suffice.
3. Send your completed and signed application to Current.hr@currentlighting.com where it will be reviewed.
4. You will receive a response from the HR Operations team that your application has been received and conditionally approved.

B. Within 60 days of course completion:

1. Provide proof of final grade reports and itemized tuition and expense receipts to Current.hr@currentlighting.com. You will be contacted if additional information is required.
2. Current will reimburse you based on an approved application within 30 days of receipt in accordance with our regular biweekly payroll schedule. Appropriate tax withholdings, if any, shall be deducted in accordance with applicable tax law in the jurisdiction where reimbursement is approved. **For Non-US Reimbursements, amounts will be adjusted for local currency at time of payment and will be taxed according to local legislation.**

[APPLICATION FORM FOLLOWS ON NEXT PAGE]

Tuition Reimbursement Application & Acknowledgement

Please complete this form in its entirety and obtain all required signatures.

Employee Name: SSO:

School/Institution Name:

State:

Course Name:

Course Number:

Course Start Date:

Course End Date:

Degree/Certificate Program or Type (Bachelor's, Graduate, etc.):

Tuition Total Cost & Currency (USD, CAD, etc.):

BY SIGNING THIS FORM:

- I certify that all information on this application is true and correct. I understand that if I submit false information, I waive my rights to any funds under this program; give the Company the right to recoup any funds paid out based on the false application; and subject myself to discipline up to and including discharge.
- I authorize Current to contact my school and any sources of financial aid, if necessary, to obtain any information regarding my grades, billing, coursework, financial aid, or any other information needed to process my tuition refund request.
- I understand that reimbursement under the Tuition Reimbursement Program may be taxable under applicable laws and regulations in effect at the time of reimbursement and that Current is required by law to withhold taxes as applicable.
- I understand that I must submit proof of successful course completion, including proof of final grade and itemized tuition and expense receipts, within **60** days of course completion or forfeit reimbursement.
- I understand that all reimbursement is subject to repayment if I leave the company voluntarily within 6 months of the most recent reimbursement paid to me or if I am terminated for cause at any time. "For cause" shall mean termination of my employment for violating any one or more of Current's Code of Conduct policies or where such "cause" is enumerated in applicable law and a violation is confirmed within the Company's sole discretion.

By checking this box ☐, you are acknowledging that you agree to the terms and conditions of this policy and that the information you have provided is accurate to the best of your knowledge.

Employee Signature: _____ **Date:** _____

Manager Signature: _____ **Date:** _____

HR Manager Signature: _____ **Date:** _____

If you are unable to obtain wet signatures, please attach approval emails from your Manager & HRM to this application submission.

Please return completed application, including with signatures, to Current.hr@currentlighting.com at least 30 days prior to course registration deadline.