

Purpose

In support of our employees, EssilorLuxottica has established the Tuition Reimbursement Program to financially assist employees who take steps to improve their job-related knowledge and skills through outside course work.

Eligibility

All active full-time employees are eligible to apply on the 1st of the month following 30 days of full-time employment.

Pre-Approval Requirement

For Students in a Degree Program

1. The student is required to obtain a complete degree program outline on college letterhead which states all the courses that are required to complete the degree.
 - When submitting grades and tuition invoices for elective coursework, the student must identify the electives the courses being submitted are satisfying.
2. The student will log on to www.benefits.luxottica.com, click on the Your Spending Account tile, click on the Education link, print the Pre-Approval Form and have the appropriate party as outlined in the "Approvals" section of this document approve the **entire degree program**. Mail or fax the Pre-Approval Form with the required signatures to YSA. The Pre-Approval Form must be received, reviewed and approved **prior to the first day of the course for that course to be eligible** for Tuition Reimbursement.
 - Once the degree program Pre-Approval has been reviewed and approved, the student is no longer required to receive approval for each course being submitted within that degree program.
 - All Tuition Reimbursement funds will be reimbursed via the employee's payroll check. These funds will not be taxed and can be found next to the Tuition reimb-no field located on the paycheck stub.

For Students in a Non-Degree Program

A Non-Degree Program student is an employee who is not in a degree program, but is taking a class to improve job-related skills or enhance job performance. In this case, the student is required to obtain a Pre-Approval Form for each course and have the appropriate party as outlined in the "Approvals" section of this document approve each course. All courses must be approved prior to the first day of the course. To obtain the Pre-Approval Form, the student will log on to www.benefits.luxottica.com, click on the Your Spending Account tile, click on the Education link, print the Pre-Approval Form and have the appropriate party as outlined in the "Approvals" section of this document approve each course. Mail or Fax the Pre-Approval Form with the required signatures to YSA.

Eligible Courses

Classes will be eligible for approval if they are "job-related", including job-related certificate programs. Job-related refers to any class that helps an employee measurably improve current job performance or will contribute toward the employee's potential career development within EssilorLuxottica. To determine if a class is job-related, the employee and manager should consider the following:

- The employee's career development plan
- Will the knowledge/skills learned improve current performance
- Will the knowledge/skills learned contribute toward the employee's potential career development within EssilorLuxottica

License Optician Certification Program is an eligible course plan at approved facilities only. Please see approved institutions at the end of this policy. Pre-approval requirement is same as a Non-Degree Program.

Completion of a course or degree program in no way guarantees a promotion or increased compensation for continued employment at EssilorLuxottica.

Non-Eligible Courses

The following types of courses are not eligible for reimbursement through the Tuition Reimbursement Program:

- Courses at non-accredited schools
- Vocational, sports, or hobby courses
- Workshops, seminars, forums, or clinics unless given for academic credit by an accredited institution

General Tuition Reimbursement Program Effective January 1, 2020

- Classes toward a doctorate degree
- Professional tests
- Review courses
- Audited classes
- Certification courses / exams (exception License Optician Certification Program or job-related certificate courses - see Eligible Courses section)
- Continuing Education Units (CEU's) (except if obtained via certificate program)

Class Timing

All classes should be scheduled outside the employee's normal working hours and should not interfere with job responsibilities.

Accredited Schools

All courses must be taken at "accredited" colleges, universities, business or technical schools. An accredited school is one that has met the academic standards of an educational or professional agency approved by the U.S. Office of Education or the National Commission of Accrediting. Accreditation can be verified through the school's Administrative office or by searching for the institution accreditation at <https://ope.ed.gov/accreditation/Search.aspx>.

Approvals

The first level approval is by management as listed below:

- Store Employee - approval by Regional General Manager
- Field Management - approval by next level Manager
- All others - approval by Department Director or above

The second level approval is through www.benefits.luxottica.com.

Approved Reimbursements

Eligible for reimbursement: Tuition and Lab Fees, as follows:

- 100% of reimbursement with a grade B or better.
- 50% of reimbursement with a grade C.
- For schools that do not give a letter grade, 100% reimbursement with a "Passing" grade.
- The maximum reimbursement per year is \$5,000 (January 1 through December 31). Reimbursement applies to the year in which the class is completed. For example, if a class ends on December 31, 2019, the reimbursement will apply towards the 2019 maximum reimbursement.
- There is no limit to the number of courses per term an employee is permitted to take.
- Employees have 90 days from the last day of each course to submit all required documentation for reimbursement.

Not eligible for reimbursement:

- Books
- Supplies
- Registration
- Travel
- Tutoring or other related charges
- All other fees except lab fees

Reimbursement will be based on the out-of-pocket tuition and lab fee expenses left after other financial aid is applied toward the tuition and lab fees. Other financial aid is defined as below:

- Grants
- Scholarships

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- Fellowships
- Veterans Administration Payments
- Student Aid Programs
- and any other monetary programs in which the student employee is not required to repay the funds

Appeal Process

If an employee's Tuition Reimbursement claim is denied, the employee has 180 days after the notification is received from the website to file an appeal. The employee will receive a written response to the appeal within 30 days.

Repayment Process:

In the event that the employee voluntarily leaves employment with EssilorLuxottica within 12 months of receipt of any Tuition Reimbursement payments, he/she agrees to reimburse EssilorLuxottica in full for the amount of Tuition Reimbursement paid by EssilorLuxottica to the employee or on the employee's behalf.

In the event that the employee voluntarily leaves employment with EssilorLuxottica between 12 and 24 months of receipt of any Tuition Reimbursement payments, he/she agrees to reimburse EssilorLuxottica 50% (half) of the Tuition Reimbursement paid by EssilorLuxottica to the employee or on the employee's behalf.

Approved License Optician Certification Education Facilities

School	City	State	Website
American Career College	Los Angeles	California	http://americancareercollege.edu/
Baker College of Jackson	Allen Park	Michigan	http://www.baker.edu/programs-degrees/opticianry-associate/
Benjamin Franklin Institute of Tech	Boston	Massachusetts	http://www.bfit.edu/academics/departments/eye-health-technology/opticianry
Broward Community College	Fort Lauderdale	Florida	http://www.broward.edu/academics/programs/vision/Pages/default.aspx
Camden Community College	Blackwood	New Jersey	http://www.camdencc.edu/academics/departments/ophthalmic/program-information.cfm
College of Southern Nevada	Nevada	Nevada	http://sites.csn.edu/health/overview-ophthalmic.html
Community College of Rhode Island	Newport	Rhode island	http://www.ccri.edu/cooped/
Cuyahoga Community College	Cleveland	Ohio	http://www.tri-c.edu/programs/health-careers/optical-technology/index.html
Durham Technical Community College	Durham	North Carolina	http://www.durhamtech.edu/health/opticianry.htm
Erie Community College	Erie	Pennsylvania	https://www.ecc.edu/
Essex County College	Newark	New Jersey	http://www.essex.edu/onlinecatalog/vision-care-technology-a-a-s-degree-program/
Goodwin College	East Hartford	Connecticut	http://www.goodwin.edu/Majors/Ophthalmic_Science/default.asp
Highline Community	Des Moines	Washington	https://flightline.highline.edu/optician/

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School	City	State	Website
College			
Hillsborough Community College	Tampa	Florida	http://www.hccfl.edu/departments/health-science/opticianry.aspx
J. Sargeant Reynolds Community College	Richmond	Virginia	http://www.reynolds.edu/get_started/programs/snah/opti/default.aspx
Miami-Dade Community College	Miami	Florida	http://www.mdc.edu/medical/AHT/Opticianry/default.asp
Middlesex Community College	Middletown	Connecticut	http://mxcc.edu/degrees/odd/
New York City College of Tech	Brooklyn	New York	http://www.citytech.cuny.edu/academics/deptsites/vctech/
Ogeechee Technical College	Statesboro	Georgia	http://www.ogeecheetech.edu/opticianry-program
Raritan Valley Community College	Branchburg	New Jersey	http://www.raritanval.edu/studenterv/career_serv/employers.html
Roane State Community College	East Tennessee	Tennessee	http://www.roanestate.edu/?5951-Opticianry
Seattle Central Community College	Seattle	Washington	http://seattlecolleges.edu/careerhub/
SW Indian Polytechnic Institute	Albuquerque	New Mexico	http://www.sipi.edu/acadprog/ate/opti/
TCI College of Technology	New York	New York	http://www.tccollege.edu/page/employers-0
Indiana University	Bloomington	Indiana	http://www.optometry.iu.edu/academics/degrees/as.shtml