

# Tuition Assistance Program

## Objective

The objective of this policy ("Policy") is to guide the Employees who wish to expand their knowledge and imbibe new skills by providing appropriate platform while they continue to work with us.

## Scope

The scope of this Policy is to provide support to Employees to attain higher or better educational or professional qualification.

## Applicability

This Policy is applicable to all Full time employees ("Employees") of HCL Technologies Ltd including its subsidiaries worldwide ("HCLTech"). This policy is also applicable to all Employees active on the rolls of C2SIS and Geometric. This policy is not applicable for Employees based out of Lucknow and Madurai .

## Eligibility:

Employees with a minimum of one (1) year of uninterrupted full time employment with HCLTech are eligible to apply for assistance under this Policy.

## Policy Details

### Definitions:

In these terms following definitions shall apply, unless stated otherwise:

- "Company" refers to HCL Technologies Ltd including its subsidiaries worldwide ("HCLTech").
- "Employee" refers to a person who is working on a full time employment mode on the payrolls of the Company;
- "Short Term L1 (STL)" refers to the assignment type in which the Employee is active on both Home as well as Host country. Payroll is active in Home country & allowance is paid in Host country;
- "Long Term L1 (LTL)" refers to the assignment type in which the Employee gets transferred to the Host country (inactive in Home country) & payroll is active in the Host country only;
- "Home Country" refers to the country where the Employee was hired;
- "Host Country" refers to the country where the Employee is seconded/ deputed for assignment;
- "Reporting Manager (RM)" refers to any other Employee of the Company or its affiliated companies, who by nature of his duties, exercises authority or supervision or control over an Employee during the course of normal work hours;
- "Redundancy" refers to the situation when an employer may reduce their workforce because a **job** or jobs are no longer needed;
- "Voluntary Separation" refers to the situation when an employee decides to end employment with the company of their own accord or when an employee abandons the position
- "Involuntary Separation" refers to the situation when management decides to terminate its relationship with an employee;
- "Program completion date" refers to the date on which the last examination of the course pursued by the employee will be held.

## Policy Details

- o The Employee can only apply for programs that fulfill business objective or align with their development plan and enhance the Employee's capabilities in areas like advanced learning, technical or management skills
- o The program of study should be relevant to the current role of the Employee.
- o For enrollment to a program Employee should follow the approval process as defined in the Policy.
- o The Employee must ensure that the educational institution is accredited or has recognized professional accreditation for the specific program (s) to which the Employee is enrolling.

- o The Employee needs to take programs beyond office hours, or on weekends or which are distance learning programs.
- o Full time programs are not covered under the scope of this policy.
- o It is the responsibility of the Employee to manage the additional effort required to prepare for the program, in addition to his/her project responsibilities.
- o Employees have to take prior approval as per the policy before enrolling in the program in order to receive the tuition assistance

### **Tuition Assistance**

- o The Employee will be required to pay the program fee(s) which can be claimed by the Employee from HCLTech subject to fulfillment of tuition assistance criteria as mentioned in the related section of the policy.
- o Tuition Fee reimbursement will be applicable only once the Employee has successfully completed the program as per the passing criteria as given below and has also stayed in the system (HCLTech) for 1 year post completion of the program (program completion date shall be the date on which the last examination will be held).
- o After one (1) year following successful completion of the program, the Employee can apply for reimbursement (Tuition fees only in accordance with the passing criteria) within 90 days of completion of requisite 1 year. No reimbursement will be allowed once the 90 days window is over.
- o The tuition assistance will only comprise of the tuition fees charged by the educational institution. The remaining amount of the fee/charges like books or course materials, late fees, registration fees, form fee, examination fees, transportation costs etc. is to be paid by the Employee and is not eligible for reimbursement through this policy.
- o The passing criteria to reimburse the fees incurred by the Employee is as stated below:

Passing Criteria	Tuition Assistance
Above or equivalent to (CGPA of 7 on a scale of 10 or 70%)	100% to be reimbursed of the eligible limit for that country
Between or equivalent to (CGPA 6 – 6.9 on a scale of 10 or between 60% - 69.9%)	70% to be reimbursed of the eligible limit for that country
Less than (CGPA 6 on a scale of 10 or 60%)	50% to be reimbursed of the eligible limit for that country
Less than (CGPA 5 on a scale of 10 or 50%)	Not eligible for tuition aid

- o The below table indicates the country/region wise maximum threshold for the tuition assistance for the Employee

	Country wise zone classification	Tuition Assistance
A	Russia, Denmark, France, Italy, Switzerland, UK, Japan – Tokyo, Luxembourg, USA	\$ 7500
B	Norway, Spain, Finland, Germany, Netherlands, Republic Of Ireland, Qatar	\$ 6000

C	Canada, Romania , Brazil, Poland, Belgium, Saudi Arabia, Sweden, Austria, Australia, Japan – other cities	\$ 5000
D	Hong Kong, Singapore, UAE, Argentina, China, Indonesia, Israel, Mexico, New Zealand, Czech Republic, Malaysia, South Africa, Portugal, Hungary, Estonia, Thailand, Turkey, Oman, Philippines, South Korea, Sri Lanka, Taiwan	\$ 4000
E	India	\$ 3000

- o The tuition assistance will be taxable depending on the local laws of the respective geography. The payout will be made in the local currency of the respective geography taking the conversion rate on the date of advice to payroll.
- o For all Short Term L1 (“STL”) cases, tuition assistance will be as per the Home country of the Employee and for Long Term L1 (“LTL”) cases – tuition assistance as per the Host country of the Employee will apply..
- o In case the location of the Employee changes while pursuing the course, Tuition Assistance applicability will be as per the geography where the program enrollment was approved.
- o In case of change of assignment type (conversion from STL to LTL or vice versa), Tuition assistance applicability will be as mentioned above
- o For e.g. If an Employee applied for enrollment which got approved while on STL but later the Employee was transferred on LTL to another country. In such a case, Tuition assistance reimbursed to him/her will be as per Home country. However, if an Employee on LTL is moved to STL assignment in another country, Tuition assistance reimbursed to him/her will be as per the Host country where the enrollment was applied and approved.
- o The Employee is not eligible for more than one (1) tuition assistance within a span of three (3) years. The Employee will be allowed to apply for tuition assistance after three (3) years of successful completion of the deferred reimbursement of the prior program.
- o L2 Head approval will be required in exceptional cases if the three (3) years gap is not maintained.
- o With regards to reimbursement of the fees, the decision is completely discretionary and HCLTech owes no liability towards the Employee.

#### **Tuition Assistance in case of Separation:**

- o In- voluntary Separation due to Redundancy : In case the position of an Employee becomes redundant after the enrollment to the program is approved, he /she will still be eligible for the Tuition assistance provided eligibility criteria as defined above is fulfilled. Possible scenarios and their treatment for reimbursement will be as given below:
  - 1) Program is complete but the Employee is yet to complete one (1) year of service post program completion:
    - ¾ In this scenario if the result is announced by Last Working Day (LWD), then the reimbursement will be as per the score passing criteria defined above else reimbursement will be 100% of the Tuition Fee incurred. This will be paid to Employee along with Full & Final Settlement.
    - ¾ If the result is already announced, the reimbursement will be as per the score passing criteria defined above and will be paid along with the Full & Final Settlement
  - 2) Enrollment to the program is approved, but the course is still in process
    - ¾ In this scenario, Employee will be paid 75% of the Tuition fee along with the Full & Final Settlement

- o In- voluntary Separation due to Disciplinary Action/ Termination: In this scenario, Tuition Fee Assistance reimbursement will have the same treatment as in case of Redundancy.
- o Voluntary Separation : In this case if an Employee resigns after the enrollment to the program is approved, Tuition assistance reimbursement will be in accordance with the applicable scenario as given below:
  - <sup>3</sup>/<sub>4</sub> If the Employee has completed the program and resigns before completing one (1) year post program, Tuition Assistance reimbursement will as per the score criteria as defined above, provided the result is declared by the LWD of the Employee.
  - <sup>3</sup>/<sub>4</sub> No reimbursement will be applicable if result is not announced by LWD or the Employee is still pursuing the course.

### **Criteria to avail Tuition Assistance**

The following criteria are to be fulfilled by the Employee to avail tuition assistance

- o The Employee should have received the rating as "Good Performance" and above in the last available annual performance appraisal cycle.
- o Employees for whom first appraisal is due will have to wait till the appraisal cycle is closed and post that he/she can enroll for the Tuition Assistance.
- o The rating confirmation to be obtained from respective HR as per the guidelines mentioned in the policy.
- o The Employee should complete the enrolled program without interruption within the defined duration of the course.
- o The Employee should maintain the minimum passing criteria of the enrolled program.

### **Leave Policy during the program**

- o The Employee applying for tuition assistance under this Policy will be eligible for paid tuition leave for 5 working days or 40 hours for each program duration once in three years ("Tuition Leave"). The Tuition Leave can be carried forward if the duration of the course is more than one year. Any unused Tuition Leave post completion of the course will elapse.
- o Employee should inform his / her Reporting Manager ("RM") at least 5 days in advance for availing Tuition Leave. Leave is approved at the discretion of the RM.
- o Apart from the above paid Tuition Leave, any leave taken to complete the course will be deducted from the leave balance of the Employee. In case the Employee does not have sufficient leave balance, Leave Without Pay ("LWP") will be considered.

### **Approval Workflow**

- o Employee to self-nominate for the program/course -- > RM approval -- > L4 Business Head approval -- > GEO HR approval -- > Talent Development Team Head> EHS
- o After the Employee has received necessary approvals the enrolment formalities of the educational body / course can then be initiated by the Employee.

### **Tuition Assistance Reimbursement**

- o For claiming the tuition assistance subject to fulfillment of tuition assistance criteria as mentioned above.
- o The employee needs to submit the requisite documents like proof of grades/GPA, original invoices/fee slips to EHS through Global Claim System ("GCS").
- o EHS will then initiate the reimbursement as per the guidelines outlined above.

### **Shiv Nadar University Guidelines**

Please refer to the "Forms" section of the Policy for SNU guidelines.

### **Exceptions**

- o Specialized Training, Certifications, Project related Trainings are not covered under this Policy. For more details please refer relevant policies in Policies Hub. The relevant policies will be viewable under this section only if applicable to your respective geography

