



AMERICAN INSTITUTE OF PHYSICS

TUITION ASSISTANCE APPROVAL FORM

(separate application required for each course)

Name: _____ Division: _____ Ext.: _____ Hire Date: _____

Course: _____

Check appropriate statements:

____ First undergraduate degree - job related. (100%)

____ First undergraduate degree - not job related (75%)

____ Second undergraduate or advanced degree (must be job related) (100%)

School: _____

Term: _____
Beginning Date Ending Date

Cost: \$ _____ Tuition & Registration Fees

\$ _____ Books

Terms and limits of assistance:

Maximum \$4,500 per academic year for undergraduate degree and \$5,000 for advanced degree, for regular employees for courses & registration; including up to \$500 for course-related books. Provided all terms of the policy are met, assistance will be at 100% for job related undergraduate or advanced degrees (with Management and HR approval). Assistance will be at 75% for all other eligible courses.

ALL COURSES must be approved prior to registration. You must also complete and sign a Waiver and Book Forms (if applicable).

Signed: _____
Employee Date

Approved: _____
Manager Date

To be completed by H.R.Department:

Approval: _____	Date: _____	Amount of assistance: \$ _____
-----------------	-------------	--------------------------------