



## AMERICAN INSTITUTE OF PHYSICS

### TUITION ASSISTANCE WAIVER AGREEMENT

This Agreement relates to a Tuition Assistance advance of \$\_\_\_\_\_ for the academic period \_\_\_\_\_ (term and year).

I understand the Institute's Tuition Assistance Policy and agree to its terms.

I agree to forward to Human Resources after enrollment a payment receipt for courses, registration and books (with a book list for each course); I will furnish a grade report within 3 months of completion of the course.

I authorize a representative of the Institute to contact the school to verify my enrollment status, if deemed necessary.

I agree to repay part or all of my Tuition Assistance advance, as described in the Policy, under any of the following circumstances:

- a) If I do not satisfactorily complete the course within three months of its ending date;
- b) If I fail to achieve a grade of :
  - > "B" or better for courses paid at 100% (reduced to 75%)
  - > "C" or better for non-job related courses (no reimbursement)
- c) If I leave the Institute before completing the course;
- d) If I leave the Institute less than one year after completing a course reimbursed at 100%.

If I am required to repay tuition advanced to me by the Institute for any of the preceding reasons, I understand no additional tuition advances will be issued to me until the full amount owed to the Institute is repaid.

Upon termination, I authorize the Institute to deduct and withhold from my final pay any remainder of my indebtedness.

Signature: \_\_\_\_\_  
Name Date

\_\_\_\_\_  
Name (please print) Division Ext.