



Heating & Cooling Products

Tuition Assistance Request Form

Approval of tuition assistance requests must be in accordance with the requirements found in the Tuition Assistance Program as follows:

All full-time employees are eligible for educational assistance upon completion of six months of continuous employment prior to enrollment.

AAON will reimburse a maximum of \$5,250 per year for graduate, post-graduate coursework, undergraduate, including required course fees (excluding books, supplies and parking), provided that:

- There is a mutual benefit to the employee's career and the long-term interests of AAON.
- A schedule of compensatory time may be arranged (in the sole discretion of AAON), provided the department's work needs can be met during the employee's absence while attending classes.
- Failure to satisfy the minimum passing grade will result in denial of payment or reimbursement. A passing grade is defined as a "C" minimum for all graded classes. If the course is a "Pass/Fail" course, a "Pass" is acceptable.

Steps for Approval

1. Fill out the attached Application for Course Approval form completely. Forms requiring additional information will be returned to you and may result in delays.
2. Obtain your supervisor's approval as well as that of your department manager (as required by your department).
3. Submit the completed and signed form to the Education Assistance Program Coordinator for approval.

*If you cannot enroll in a class listed on the Application for Course Approval, inform the Coordinator as soon as you register. Explain the reason for not enrolling (e.g., class full, class not offered this quarter/semester) and provide the relevant information for any substituted class.



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Application for Course Approval

Employee Name (Last, First MI)		Employee #	
Supervisor Name		Department	
Job Title		Start Date	
Payment Method <input type="checkbox"/> Reimbursement			
Term <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring <input type="checkbox"/> Summer		Term Length <input type="checkbox"/> Quarter <input type="checkbox"/> Semester <input type="checkbox"/> Year	
School		Term Dates	
Course Title		Units	Fees \$
<input type="checkbox"/> I am <input type="checkbox"/> I am not receiving other financial aid. (If yes, provide documentation of amount and how it will be applied)			
Check the appropriate box below			
<input type="checkbox"/> College Degree or Job Certification <input type="checkbox"/> Coursework only			
If coursework only, explain how the course is career related.			

Employee Signature			Date
Supervisor or Dept. Manager Signature			Date
Human Resources Representative Signature			Date
CFO Signature			Date