Tuition Assistance Request

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 and post-graduate coursework, 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 an "A or "B 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.
# Application for Course Approval

<table>
<thead>
<tr>
<th>Employee Name (Last, First MI)</th>
<th>Employee #</th>
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<tbody>
<tr>
<td>Supervisor Name</td>
<td>Department</td>
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<tr>
<td>Job Title</td>
<td>Start Date</td>
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<td>Payment Method</td>
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<td>Advance Payment</td>
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<td>Course Title</td>
<td>Units</td>
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<td>Fees $</td>
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- I am [ ] I am not receiving other financial aid. (If yes, provide documentation of amount and how it will be applied)

Check the appropriate box below:

- [ ] College Degree or Job Certification
- [ ] Coursework only

If coursework only, explain how the course is career related.

__________________________________________________________________________________________________________________________________________

Employee Signature

Date

Supervisor or Dept. Manager Signature

Date

HR Manager Signature

Date

Vice President Signature

Date
EMPLOYEE ACKNOWLEDGMENT AND AGREEMENT

By applying for educational assistance under the AAON Tuition Reimbursement Policy, I understand and agree that if I fail to provide my grades to AAON in a timely manner as determined by AAON, or if I fail to achieve the required grades pursuant to this policy, any money paid to me or on my behalf for educational courses may by deducted from my paycheck, including and bonuses, profit sharing or other compensation in addition to my wages earned.

I further understand and agree that, if I leave AAON voluntarily before satisfying the following tenure requirements, or involuntarily for cause as determined by AAON, I will be responsible for repaying AAON for all educational assistance provided to me through the AAON Tuition Reimbursement Policy. Should AAON have to pursue payment of this debt through legal means, I agree that I will be responsible for the payment of any costs and legal fees associated with the enforcement of this agreement.

Less than one year after payment made – 100%
1-2 years after payment made – 80%
2-3 years after payment made – 50%
3-4 years after payment made – 30%
4-5 years after payment made – 10%

__________________________________________  _____________________________
Employee Printed Name  Employee Signature

__________________________________________
Date