AeroVironment™

Application for Tuition Assistance
(to be completed by employee prior to enrollment)

Employee Name:		Employee #:	
Position / Title:		Department #:	

Program Type:	☐Under Graduate	☐Graduate	☐Certificate	☐Non-Degree

Name of Institution:	
Name of Degree Program:	

Course Information

Course Title: (complete per semester/term)	Start Date:	End Date:	# Credits:

**Use separate form for additional courses

Cost Estimates

Tuition:	Books:	Lab Fees:	Examination Fee:	Other Course required Fee:	Description of Other:
$	$	$	$	$	
$	$	$	$	$	

I am☐   I am not ☐ entitled to or are receiving educational aid from Federal or State agencies or any other source. If receiving educational aid, disclose amount here: $

Employee Signature:		Date:	

Approvals

☐Approved	☐Denied	Denial Reason:		
Manager Name:		Manager Signature:		Date:

☐Approved	☐Denied	Denial Reason:		
Dept. VP Name:		Dept. VP Signature:		Date:

☐Approved	☐Denied	Denial Reason:		
P&C Name:		P&C Signature:		Date:

Description of Approved Assistance (to be completed by HR only)

Approved Coverage $:	

** **NOTE:** Any amount reimbursed over the IRS Fringe Benefit allowance will be added to the employee's income and subject to applicable taxes. Visit https://www.irs.gov/publications/p15b for current amount

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List of required supporting documentation:	
(documentation must be obtained from the institution with their name listed on the print outs)	
Institution Information – name, address, phone	☐
Program Description – including number and names of courses required to achieve the degree/certification	☐
Detailed breakdown of Cost – including cost per unit	☐
List of required books and cost – if known (will be required when seeking reimbursement). If unknown – list estimate	☐
Brief description of course – including course name, overview of course, start and end date, number of units.	☐
List of required additional fees – including labs, examinations	☐

Instructions:

To obtain approval:

1. Complete Tuition Assistance form
2. Obtain all required backup
3. Obtain Manager approval
4. Obtain Business Unit VP approval (Graduate Program's only)
5. Provide complete form and back up to P&C for approval prior to class registration

To receive reimbursement:

1. Obtain course grade – B or better
2. Complete expense report
3. Attach fully approved Tuition Assistance Form, all required backup, receipts showing proof of payment, grade to expense report
4. Submit for approval