

**COOPERATIVE (CO-OP) EXPERIENCE EMPLOYMENT PROGRAM ADVISORY OF
TUITION AND/OR BOOK REIMBURSEMENT ASSISTANCE**

1. Tuition and/or Book Reimbursement Assistance. Based upon availability of funds, tuition and/or book reimbursements may be provided as follows:

a. Tuition Assistance

(1) Tuition assistance will be limited to a total of 6 semesters or 9 quarters (equivalent). For the Engineers and Scientists category, students must maintain a cumulative GPA of 2.50 or higher to retain tuition assistance. For all other career fields, students must maintain a cumulative GPA of 2.00 or higher to retain tuition assistance. Tuition will be paid via a SF 182 to the academic institution prior to the start of the semester or quarter. Tuition assistance can be used only for tuition expenses. Tuition support will generally be paid by the competency where the student is assigned.

(2) For the engineering and scientific career fields, tuition Assistance will not exceed \$4,500 per semester/quarter and not exceed \$13,500 per year. For all other career fields, tuition assistance will not exceed \$2,500 per semester/quarter and not exceed \$7,500 per year.

b. Book Reimbursements. CO-OP students are allowed to purchase books (allotment of up to \$400 for each semester/quarter) for corresponding course work and research during their semester/quarter periods and then be reimbursed by their competency, provided that funding is available and the student has met the performance and academic requirements of the program. After receiving proof of purchase, the CO-OP student will be reimbursed for pre-approved purchases of books. Books may be purchased at their campus bookstore, over the internet, or from sources other than the campus bookstore. The CO-OP student will use the Standard Form 1034 for reimbursement of books and the Electronics Fund Transfer form to establish a student payee number in order that funds may be deposited in the student's bank account. Reimbursements take 30 days after receipt by the NAWCAD Comptroller.

c. Conditions and Service Obligation. The acceptance of tuition assistance and/or book reimbursements is optional with the CO-OP student.

(1) All CO-OP students receiving tuition assistance and/or book reimbursements must sign below. The CO-OP student will incur a service obligation of 2 years with NAWCAD. The service obligation begins the first day of the CO-OP student's conversion to a career or career conditional appointment.

(2) Tuition and/or book reimbursement assistance may be suspended at any time for sufficient reasons (low grades, budgetary limitations, unsatisfactory performance).

(3) CO-OP students who voluntarily leave the program or change their major to a field of study not accepted by this organization must reimburse the NAWCAD for all tuition and/or book expenditures. CO-OP students who involuntarily leave the program are not obligated to reimburse the NAWCAD for expenditures related to tuition assistance and/or book reimbursements.



STUDENT/EMPLOYEE SIGNATURE	DATE ADVISED
CO-OP SITE COORDINATOR SIGNATURE	DATE ADVISED