Educational Assistance Application

Instructions:

- Complete the educational assistance application and attach descriptive information regarding the course(s) or degree program for which you are enrolled.
- Submit the original, signed form to the human resources (HR) department for review. If course/material is approved HR will notify employee with additional instructions for reimbursement.
    - Submit proof of completed grades to HR for reimbursement processing for each application you submit.

Date: _____

Employee name: _____

Department: _____ Job title: _____

Course title: _____

Course dates/Class Schedule: _____ to _____

Degree sought (if applicable): _____

Will attending the class/course interfere with your current work schedule?

_____

_____

_____

Name of institution: _____

Development objective (what long-term goal is this program/course intended to help you reach):

_____

_____

_____

If seeking a degree program, please attach a brief outline of the courses included in the program from the college catalog or program brochure (necessary for initial request only).

Course Expenses:

Tuition: $_____

Fees $_____

Total cost $_____

I understand that if this request is approved, reimbursement will be contingent upon successful completion (a grade of **B** or better), and the grade must be submitted with all applicable receipts and bill payments within 60 days of course completion. I further understand that failure to successfully complete any course(s) will result in

denial of Tuition Reimbursement benefits. By signing this document you are attesting that you have reviewed the tuition reimbursement policy and you are in agreement with the payroll deduction schedule as outlined below should you leave the company:

- Departure before 1 year of reimbursement: Full amount
- Departure after 1 year of reimbursement: 50% of the amount reimbursed

_____

Employee Signature

_____

Date