



Educational Assistance Pre-Approval Form

Associate Name	Dayforce Number	Date Submitted
Job Title	E-Mail Address	Date of Hire

INSTRUCTIONS: Coke Florida requires approval prior to beginning a course, certification, or degree program under the Educational Assistance Program. This form and a copy of the course description must be submitted to hrservices@cocacolaflorida.com. The form will be processed, and notification will be sent within 7-10 business days. Please indicate your preferred method of notification for the pre-approval status. After successful completion of each course or certification, **submit a copy of the Educational Assistance Request Form within 30 days of receiving the final grade(s).**

Note: If there are any changes to your approved program, you will be required to submit a new Educational Assistance Pre-Approval Form.

Preferred Method of Notification

<input type="checkbox"/> Please Send Via E-Mail	<input type="checkbox"/> Send Via Postal Mail
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Educational Institution	Educational Institution Web Site Address	Course Start Date	Course End Date
Name of Certificate Program/Other	Name of Degree or Diploma (If Applicable)	Undergraduate	Graduate
		<input type="checkbox"/>	<input type="checkbox"/>

- ☐ The Curriculum Applies Toward a Degree.
☐ The Curriculum Does Not Apply to a Degree.

My Objective Is:

- ☐ To earn a _____ degree in _____
☐ To (Other) _____
☐ Future Career Goal: _____

I understand that if I voluntarily terminate my employment with the Company, I agree to repay any reimbursements received under this program within the last twelve months of my employment with the Company. Eligibility for reimbursement shall be governed by the terms of the Coca-Cole Beverages Florida Educational Assistance Program.