



**EDUCATION ASSISTANCE REIMBURSEMENT REQUEST FORM**

The education assistance program assists full-time employees in developing or improving competencies and skills directly related to their present jobs. Assistance may be provided for costs of tuition, registration fees and laboratory fees not to exceed \$500.00 per semester or \$1500.00 per year. The educational activities must be appropriate and included in an approved PEP plan. The employee must receive approval for each course taken prior to enrollment and will be reimbursed upon satisfactory completion of the course(s). Any exceptions to the policy must receive approval from the President.

Name: \_\_\_\_\_

Information on course for which approval is requested: (Attach catalog description of course)

Course number and name \_\_\_\_\_

Credit hours for course \_\_\_\_\_

Institution offering course: \_\_\_\_\_

Beginning and ending dates of course: \_\_\_\_\_

Costs\* of course (provide receipts) \_\_\_\_\_

(\*include tuition, registration fees and/or, laboratory fees only)

Briefly describe how the requested course will contribute to your ability to carry out your present assignment. \_\_\_\_\_

In approved PEP: Yes \_\_\_\_\_ No \_\_\_\_\_ Required Credential: Yes \_\_\_\_\_ No \_\_\_\_\_

Approved reimbursements made only upon documented successful completion of course(s) and availability of funds. Reimbursements may not exceed actual costs.

\_\_\_\_\_  
**Employee Signature** \_\_\_\_\_ **Date**

**(Administrative Use)**

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I have reviewed the employee's PEP plan and confirm that the above course/activity is appropriate and included as part of the plan. In addition, I believe that the completion of the above stated course(s) will be beneficial to the college and the employee and is related to the present job of the employee.

\_\_\_\_\_  
Immediate Supervisor \_\_\_\_\_ Date

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Education Assistance: Approved \_\_\_\_\_ Denied \_\_\_\_\_

\_\_\_\_\_  
Vice President \_\_\_\_\_ Date

\_\_\_\_\_  
President \_\_\_\_\_ Date

Additional Comments: \_\_\_\_\_

*Approved request must be forwarded to Controller with copy to applicant.*