



**Education Assistance Application**

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Work Location: \_\_\_\_\_

Date of Hire: \_\_\_\_\_

*I request approval to take the following course(s) under the Education Assistance Program:*

Course Name(s) \_\_\_\_\_

School: \_\_\_\_\_

Reason for taking Course: \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Completion Date \_\_\_\_\_

Schedule: \_\_\_\_\_

I understand that I must pay the cost of tuition and fees in advance, and upon completion of the course (s), the company will reimburse me for my tuition as stated in the employee manual. I understand that I must furnish a grade report and receipts of expenses before reimbursement will be made.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

HR Approval: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*\*\*

I have completed the course(s) and submit my expense and grade report for reimbursement (receipts attached):

Course	Grade	Type of Expense	Cost
_____	_____	_____	_____

Course	Grade	Type of Expense	Cost
_____	_____	_____	_____

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

HR Approval: \_\_\_\_\_ Date: \_\_\_\_\_

**Original to Employee File. Copy to Payroll**