

# APPLICATION for ACADEMIC ASSISTANCE for EPA EMPLOYEES

University of North Carolina at Greensboro

The University's educational assistance program is for the purpose of improving current job skills.

Instructions prior to enrollment:

1. Discuss proposed course with supervisor to ascertain that it is job related and eligible for reimbursement. Reimbursement includes required academic costs normally charged to all enrolled students and is not to exceed the maximum charged by The University of North Carolina at Greensboro.
2. Any course must be taken on your own time unless it is not available after working hours.
3. Complete Section I of this application and submit for approval prior to start of course. One copy will be returned to you on approval.
4. Complete a form for each course.



After completion of course, complete Section III:

1. Attach receipt and course grade or verification of satisfactory completion to approved application and forward to the Office of the Provost for reimbursement approval.
2. Reimbursement must be requested within 30 days of course completion.

|  |  |   |                     |  |   |      |
|--|--|---|---------------------|--|---|------|
| I Name (last, first, mi)   |  | Home Address  |                     | Social Security Number   |   | Date |
| Department/Division  |  | Location  |                     | Office Phone   |   |      |
| Position Title   |  | Status: Permanent   | YES<br>NO           | Full Time<br>Part Time   | Temporary<br>Intermittent                     |      |
| School to be attended  |  | Location  |                     |  |   |      |
| Do you expect GI Benefits, YES If YES, amount of aid,<br>Scholarship, other aid? NO less costs of books \$ |  | Reimbursement expected: Total \$<br>Academic Costs \$      Lab/Crse Fee\$   |                     |  | Total courses approved<br>for this fiscal yr. |      |
| Course Title: _____ Course Number: _____ Academic Credits: _____   |  |   |                     |  |   |      |
| This course is: Undergraduate<br>Graduate  |  | Mandated by Law<br>Regulation/Employer?   | Non-Credit<br>Audit | Thesis/Dissertation Research Course<br>Licensure      Certification as _____ |   |      |
| Degree program to which<br>this course applies (if applicable)   |  | Major field of study  | A/AS<br>BA/BS       | MA/MS<br>Ph.D/Ed.D   | Other (specify) _____                         |      |
| Is course available after working hours? YES NO  |  | Educational Leave requested (If YES, give days & hours) YES NO<br>If you work a shift schedule, mark below<br>Day      Evening<br>Night      Rotating |                     |  |   |      |
|  |  | Days : M T W T F Hours: _____ to _____<br>Hours required (include travel) per week _____<br>Course dates _____ to _____                               |                     |  |   |      |

Describe specifically how this contributes to maintaining/improving your current job skills (use space on page 2 if necessary):

I certify that the above is true to the best of my knowledge. I understand that educational leave is not an absolute right and is subject to supervisory approval and that reimbursement is conditional upon satisfactory course completion, availability of funds and that reimbursement may be subject to withholding and FICA taxes. I hereby release my course attendance and grade records for this course.

Selective Service (NCGS 143B-421.1)

I am not eligible

I am eligible and registered

Employee signature

Date

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page two

|   |        |                                      |                                |
|---|--------|--------------------------------------|--------------------------------|
| II  |        | Employee name                        | Course Title                   |
| COURSE AND/OR LEAVE APPROVAL  |        |                                      |                                |
| The proposed course is considered to be directly related to employee's work assignment and will be beneficial to job performance                            |        | Supervisor approval                  | Date                           |
| This course is approved as an exception to the approved course policy<br>Course taken at University request.<br>(Either requires approval of Division Head) |        | Division approval                    | Date                           |
| UNIVERSITY APPROVAL   |        |                                      |                                |
| Proposed course approved; may be reimbursed upon satisfactory completion.   |        | Office of the Provost approval       | Date                           |
| Budget Code _____   |        | Budget officer approval              | Date                           |
| Non-Taxable \$ _____  |        | Division Head approval (if required) | Date                           |
| III REIMBURSEMENT APPLICATION   |        |                                      |                                |
| Attached are grade report or verification of satisfactory completion and receipt (canceled checks are not acceptable) for the course approved above.        |        |                                      |                                |
| I request reimbursement in the amount of \$ _____   |        | Employee signature                   | Date                           |
| IV REIMBURSEMENT APPROVAL   |        |                                      |                                |
| The documents supporting the request for reimbursement are correct and comply with approved policy and procedures.  |        | Office of the Provost approval       | Date                           |
| ACCOUNT   | OBJECT | AMOUNT                               | APPROVAL FOR PAYMENT SIGNATURE |
|   |        |                                      |                                |
| DEPARTMENT/OFFICE   |        |                                      | APPROVAL DATE                  |
|   |        |                                      |                                |
| Continued description of how this contributes to maintaining/improving current job skills (use additional sheet if necessary):                              |        |                                      |                                |