

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

Course taken at University request.

(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):