



**ACADEMY OF THE HOLY NAMES**  
**Faculty / Staff Enrichment Grant Application**

**Grant procedures for approval:**

1. The course(s) must be related to the teacher's area of instruction or staff member's job description.
2. The grant is available to full-time employees with at least one academic year of service for faculty or one full year of service for staff members.
3. Grants must be approved prior to registration by the Principal for faculty or department head for staff.
4. The cost of tuition & fees related to approved course(s) will be reimbursed after verification of tuition paid and a transcript showing a grade of "B" or higher.
5. A check request should be submitted to the Business Office with this information attached. Payment will be made within seven days.
6. A maximum of \$1,250 per faculty or staff per semester may be approved.
7. As available funds are limited, requests will be approved on a first come first served basis.

Name:		Degree / Certification being sought:		
<b>COLLEGE COURSE</b>				
Title	College/University/Institution	Term of Course	Credit Hours	Cost
<p><b>Please explain how the course is related to your area of instruction or job description:</b></p>          <p><b>Number of Classes needed to obtain degree/certification and anticipated dated of completion:</b></p>          				
Signature of Faculty / Staff		Date:		
Authorization for Course	Administrator	Date		
Payment Authorization (Attach with check request)	Administrator	Date		