



(PLEASE PRINT)

**Human Resources Department
Support Service Course Request Form**

ID Number: _____ Date: _____

Name: _____
Last First M.I.

Home Address _____

City and State _____ Zip _____

Work Telephone: _____ Position: _____ Work Location _____

Course Description: _____ Course Number: _____

College/University _____ Location _____

Number of Credits: _____ Cost Per Credit: _____ Total Cost: _____

Start Date: _____ End Date: _____ Book Fees: _____

Why are you taking the course?

() Job Related () Non-Job Related Employee's Signature _____

Principal/Supervisor's Signature _____

Course Request form must be approved prior to enrollment for course work. Evidence of successful course completion must be submitted to qualify for the reimbursement. **NO ADVANCE PAYMENTS.**

Note: Return this form to Human Resources

THE SPACE BELOW IS FOR OFFICE USE ONLY

() Approved
() Disapproved

Chief Human Resources Officer Date

Amount Approved: _____ Budget: _____

Guidelines for Course Work/Seminars/Workshops for Support Service Employees

The Human Resources Department has formulated some guidelines to ensure that all employees understand how the academic course work component will work. In addition, these guidelines are intended to make this type of training opportunity available to as many interested employees as possible. They are as follows:

1. The Human Resources Department must approve all requests initiated by employees and/or funded from the budget appropriation approved for the Support Service Training Program. When such funds are exhausted, no other requests will be considered until the following budget year.
2. A maximum of six (6) credit hours, or its equivalent, may be earned during any single semester, and a maximum of twelve (12) credit hours, or its equivalent, maybe earned during a school year. The Human Resources Department will make the final determination on what constitutes "equivalent" status.
3. No Advanced Payments.
4. Documentation required for reimbursements include original registration forms, receipt(s) for book fees and a final grade of "C" or better is required.
5. The Supervisor's approval is required to take a course if time is to be taken during normal working hours on a non-leave basis. This recommendation, if made, may be indicated by the supervisor at the bottom of the Course Request Form.
6. A reimbursable limit of \$700.00 represents the maximum allowed for anyone employee during a single school year (on a first come, first served basis).
7. Employees wishing to apply for funds to attend training or workshops in a category not considered academic course work may do so, and such requests will be handled on the same basis as all other requests through the Course Request Form.
8. Requests will not be considered by the Human Resources Department for any courses or programs to be taken as a requirement for employment.