

Northwestern Health Sciences University

EDUCATIONAL ASSISTANCE APPLICATION

Name: _____

Date: _____

Department: _____

Job Title: _____

PRIOR TO ENROLLMENT

NOTE: Pre-approval of tuition reimbursement must be received prior to beginning the course.

1. Discuss courses with your supervisor to ascertain that they are job related and eligible for reimbursement.
Reimbursement covers tuition only (maximum 4 credits) - *Additional fees are non-reimbursable.*
2. Please provide the following information:

School Name	Course #	Course Title	# Credits	Tuition	Term / Year
Total Tuition Amount:					

Will you receive Veterans Benefits or tuition aid for any of these courses?

Yes, amount: \$ _____

No

Faculty, are the courses part of your Professional Development Plan?

If yes, please attach a copy of PDP

If no, please answer the next question

How do the courses contribute to your current job performance or career goals at NWHSU?

3. Submit this form to your supervisor for signature approval. Once supervisor has approved this application, forward this form to the Human Resources office.

UPON COMPLETION OF THE COURSE

Submit tuition receipt and course grade verification to the Human Resources office.

The proposed courses are considered to be directly related to the employee's work and/or career plans at NWHSU and will be beneficial in the performance of his/her job.

Department Manager's Signature

Date

Human Resources Approval

Date

HR Use Only:	Grade Attached	Tuition Statement Attached	Amount to be Paid: _____	Date Submitted for Pay't: _____
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