

Grand County Educational Assistance Application

To apply for educational assistance, please complete the following steps:

1. Complete the Educational Assistance Application and attach any additional descriptive information regarding the course(s) or degree program you wish to enter.
2. Meet with your supervisor to discuss your educational assistance request. If it is agreed that your request meets policy guidelines and budgetary restrictions, they will grant preliminary approval.
3. Submit the original, signed form and additional documentation to the Personnel Services Department for final review prior to starting the course or program for final approval.
4. Upon completion of the course (if funding is approved) submit a copy of your grade report verifying a final grade of "B" or better to the Personnel Services Department
5. Reimbursement will then be submitted to the Clerk/Auditors Office for processing.
6. If necessary, complete additional Educational Assistance forms for future semesters.

Employee Name: _____ Date: _____

Course Name (s): _____

Course Dates: _____ to _____

Degree Sought: _____
(if applicable)

If degree program, estimated time period for completion: _____

Name of Institution: _____

Address of Institution: _____

Total Course(s) Expenses:

Tuition:	_____
Registration:	_____
Fees:	_____
Total:	_____

Development Objective (what long-term goal is this program/course(s) intended to help you reach):

Value of Degree Program/Course(s) to Grand County: _____

If seeking a degree program, please attach a brief outline of the courses included in the program from the college catalog or program brochure (necessary for initial request only).

I understand that if this request is approved, reimbursement will be contingent upon successful completion (a grade of “**B**” or better); of each course and submission of all receipts and paid bills within sixty (60) days thereafter.

Employee Signature

Date

