

Prepared (also subject responsible if other) Alicha Alexander		No. EUS-04:002123 Uae		
Approved EUS/GH/BA [Rebecca Estelle]	Checked	Date 2010-01-07	Rev F	Reference

Application for Educational Assistance

This application should be submitted for approval at least **two weeks** in advance from the beginning of the course(s). Approval of the application for Educational Assistance must be obtained prior to enrolling in the course(s).

Employee Name: _____

Employee Number: _____ **Employment Date:** _____

Department/Location: _____ **Mail Stop:** _____

Educational Institution: _____

Address: _____

Course Title	Course Dates	Course #	Tuition/Fees	Credit Hours	Weekly Hours

Objective(s) in taking course(s):

- I **have** enrolled for _____ degree
 I currently **am** entitled to other educational assistance
 I **have not** enrolled in a degree program
 I currently **am not** entitled to other educational assistance

Approvals

- Course **is** recommended/approved
 Course **is** recommended/approved
 Course **is not** recommended/approved
 Course **is not** recommended/approved

Supervisor/Manager Signature Date

Human Resources Signature Date

Fax Number: 972-583-0731; M/S:EVW1-B-2

Note: Must have Supervisor/Manager and HR approval before forwarding.