

GTCC

GREENSBORO | HIGH POINT | JAMESTOWN

Guilford Technical Community College

Where Futures Are Created!

EDUCATIONAL ASSISTANCE PROGRAM APPLICATION

NAME _____ POSITION _____

DIVISION _____ DEPARTMENT _____

EMPLOYMENT AT GTCC: Number of Years: _____ or Semesters, _____ or Months

EDUCATIONAL BACKGROUND

Highest Grade Completed

School or Institution Last Attended

Major Subject

Degree, Certificate, or Number of Semester/Quarter Hours

I hereby submit the following course(s) for approval under the rules of the Educational Assistance Program.

Name of School or Institution

Course Title	Credits	Begins	Ends	Tuition Fees

I am working toward _____ Credit only _____ Certificate _____ Degree
in the area of _____.

State briefly why you believe this course(s) will help you in your present job or prepare you for greater responsibilities within GTCC.

EDUCATIONAL ASSISTANCE PROGRAM APPLICATION

I understand that if my application is approved, GTCC will reimburse me for certain expenses as defined in the GTCC Educational Assistance Program Policy, subject to the availability of funds. I further understand that I must complete the course(s) and provide certification that my grades meet the standards of the institution's program. I also understand that if I voluntarily resign within one year of completing a course and receiving educational assistance, I will be required to refund the full amount according to the North Carolina Administrative Code, Title 23, Section 2D.0103.

_____ Applicant's Signature	_____ Date
_____ Department Chair/Supervisor	_____ Date
_____ Division Chair/Dean/Manager	_____ Date
_____ VP, Instruction or Other Department	_____ Date

PURPOSE OF THE EDUCATIONAL ASSISTANCE PROGRAM

GTCC encourages all employees to improve their effectiveness in their job performance and prepare themselves for future career opportunities within GTCC. The purpose of educational assistance is to develop a better educated workforce.

INSTRUCTIONS FOR APPLICANT:

1. Read the Educational Assistance Policy in the Management Manual.
2. Employee completes Request for Educational Assistance application and submits to immediate supervisor for recommendation. A travel request form along with supporting documentation, such as a description of academic program, academic schedule, and tuition fees should accompany the application. Completing the application is not a guarantee of assistance.
3. The immediate supervisor will verify employment status with Human Resources and determine whether the Educational Assistance request meets the specified criteria. If the request meets the criteria, the supervisor may add his/her signature to indicate his/her recommendation. The supervisor will forward all applications that meet the criteria to the appropriate Division Chair/Dean/Manager.
4. The Division Chair/Dean/Manager may add his/her signature to indicate recommendation of the request and will forward all applications that meet the criteria to the appropriate Vice President.
5. The Vice President will forward only those requests that meet the criteria and have the signatures of all supervisors in the "chain" to the Director of Organizational Development at least 10 days prior to a scheduled meeting of the Faculty/Staff Professional Development Review Committee.
- 6 Faculty/Staff Professional Development Review Committee will schedule a meeting on a designated day of the month as outlined in submission deadlines. The Committee will prioritize requests for funds according to the length of time the applicant has been employed at GTCC without or previous funding (the employee's standard work year, i.e., 9 months, will be considered one year for purposes of this procedure, and part-time experience will be pro-rated). The Director of Organizational Development will notify all applicants of the decision within one week of Committee review.
7. Upon successful completion of the course(s), the Employee will be required to submit his or her official transcript/official grade documentation and travel reimbursement form to the Director of Organizational Development.

Only those applicants who have received prior approval and have achieved a passing grade will be considered. The Director of Organizational Development will then submit required forms to the Finance Department for reimbursement.

DEADLINES FOR SUBMISSION OF APPLICATIONS

Requests must be received by the following dates:

For Educational Assistance Program:

August 19, 2009

November 4, 2009

March 3, 2010

SEND TO: Jackie Greenlee, Organizational Development (ext. 2202)

Office Use Only:

Date application received: _____

Date application reviewed by Committee: _____

Approved

Amount: _____

Denied