Employee Education Reimbursement Program Application

Amarillo College is committed to supporting the continuous professional and personal development of its staff and faculty. The Employee Education Reimbursement Program (EERP) is designed to provide benefits to employees seeking degrees at the Bachelor's level and above, as well as professional certifications and licensures, to develop and upskill employees, enable employees to progress professionally in their selected fields, and also to help the College meet instructional needs for high-demand areas that exceed the College's current staffing capacity.

Please make sure you read and understand the program details before completing the application. Refer to AC's Employee Handbook, 4.12 Employee Education Reimbursement Program for program eligibility, guidelines, and commitments.

Once completed and signed, email the application to acbenefits@actx.edu.

Personal Information

1. Full Name

2. AC ID

3. AC Email Address

4. Department

5. Phone Number

6. Date of Hire

Example: January 7, 2019

Course/Program Description

7. College/University or Organization Name

8. Major/Program/Certification

9. Program Start Date

Example: January 7, 2019

10. Anticipated Completion Date

11. Program Type

- [ ] Bachelors
- [ ] Masters
- [ ] PhD
- [ ] Certification/Licensure

12. Average class time expected per week

13. Anticipated Cost (per semester)

14. Anticipated time away required during the work week, if any

Rationale for Education Reimbursement Eligibility

15. Please explain how this program or course is relevant to your current job requirements (i.e., how it enhances or improves skills required of you in your present position.)

16. Describe how, if applicable, the course or program prepares you for a career progression to which you can reasonably aspire?

17. Are there any aspects of the program that will require adjustments to your work schedule or work hours? Will there be any impact on your work group?

18. To make the most of the education reimbursement program, it's important to work with your manager to ensure you can maintain your job performance while handling your class responsibilities. Please outline how this balance will be monitored and managed.

Acknowledgments and Agreement

19. I certify that I am eligible for participation in the Employee Education Reimbursement Program and will comply with all reimbursement policies regarding participation. I understand that I must make payment in full to the school/organization prior to my requesting reimbursement.

☐ Yes

20. I understand that the approval of this agreement does not guarantee reimbursements for any courses that I may take now or in the future and I must continue to meet all the eligibility and program requirements.

☐ Yes

21. To be eligible for reimbursement, I understand I must be considered "in good standing," and be an active employee with the required length of service (see program details in the Employee Handbook for requirements).

☐ Yes

Employee Signature

Supervisor Signature

VP Signature

For Human Resources Use Only

Date Received_____ Date Reviewed_____

Reviewed By_____ ____Approved ____ Denied