



## Educational Assistance Application Form

To be eligible for educational assistance, you must be (1) a regular employee with the Getty and have worked at least 1,000 hours in the preceding 12 months, or (2) a limited term employee with a contract of 18 months or longer and have worked at least 1,000 hours in the preceding 12 months. The course study must be through an accredited institution and must relate to your job and/or your professional development at Getty.

Reimbursable expenses include tuition, required fees and textbooks. There is an annual reimbursement limit per calendar year of \$5,250 for undergraduate or graduate study. Expenses that are covered by another form of educational assistance not requiring re-payment, such as a Federal Pell Grant, scholarships, GI Bill, etc., are not eligible for educational assistance from Getty. Student loan repayment does not qualify for this benefit, unless the loan is 1) being used to pay for current courses being taken by the employee, and 2) is actively being re-paid. Proof of that payment transaction method will be required in order for the employee to receive reimbursement from Getty.

Once your Educational Assistance application is completed and approved, send the application and supporting documentation - including proof of enrollment and any receipts for reimbursement to the Payroll Department. Your initial payment (for 50% of reimbursable fees) will be added to your next paycheck. To receive the remaining reimbursement, send documentation confirming satisfactory completion and proof of payment of the course to payroll and the final payments will be added to your next paycheck. Reimbursement for any additional course(s) will not be approved until proof of successful completion for the most recent course has been submitted.

“Satisfactory completion” of the course means a grade of “C” or better, or a passing grade in a Pass/Fail course. Audited classes require signed verification of your attendance in at least 90% of the sessions held.

If reimbursable costs are paid to you prior to the completion of the course or prior to you submitting proof of payment, these funds will be considered a cash advance. You must sign a *Cash Advance Agreement* (found on GO) before this advance is paid to you. Pursuant to that agreement, if you do not complete the course or do not complete it satisfactorily, you must repay the amount advanced. If your employment terminates for any reason before you have completed the course, the full amount of the advance will be reconciled into your final paycheck.

**This application must be completed and approved by your supervisor and administrator prior to registration.**

**SECTION I:** *To be completed by the employee*

NAME	POSITION	STATUS (PT/FT) (REG/LTE)
DATE OF HIRE	DEPT. NO./NAME	SUPERVISOR
COURSE TITLE(S)/DESCRIPTION (Attach a copy as provided by school catalog, brochure, etc.)		
OFFERED AT		
REGISTRATION DEADLINE	DATE OF FIRST CLASS	
COURSE SCHEDULE (DAY AND TIME)		
_____ CREDIT _____ NON-CREDIT/AUDIT		

**ITEMIZE COSTS:**

TUITION \$ \_\_\_\_\_  
 BOOKS \$ \_\_\_\_\_  
 FEES \$ \_\_\_\_\_  
 OTHER \$ \_\_\_\_\_ TOTAL \$ \_\_\_\_\_  
 (describe) \_\_\_\_\_

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I understand that if reimbursable costs are paid to me prior to the completion of the course, these funds will be considered a cash advance. If I do not complete the course or do not complete it satisfactorily, I must repay the amount advanced. If my employment terminates for any reason before I have completed the course, the full amount of the advance would be reconciled into my final paycheck considering any unpaid wages.

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Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

**SECTION II: Approvals**

HOW IS THIS CLASS(ES) RELATED TO THE EMPLOYEE'S JOB AND/OR PROFESSIONAL DEVELOPMENT AT GETTY?

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DOES THE EMPLOYEE NEED TIME OFF FROM WORK TO ATTEND THIS CLASS? (Explain)

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SIGNED

\_\_\_\_\_  
 SUPERVISOR DATE

\_\_\_\_\_  
 ADMINISTRATOR DATE

**SECTION III: For Payroll Use Only**

CY _____ Limit _____ Reimbursement to date _____ Available _____ Current _____ BALANCE _____ NAME: _____	THIS REQUEST: 1ST PAYMENT _____ DATE DATE AMOUNT 2ND PAYMENT _____ DATE DATE AMOUNT
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