



## 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 the Trust.

Reimbursable expenses include tuition, required fees and textbooks. There is an annual reimbursement limit of \$2,000 for undergraduate study and \$3,000 for graduate study. (Talk with your Administrator or refer to the Educational Assistance Policy in your employee handbook for further details.)

You will receive fifty percent (50%) of your reimbursement after this application is approved and your expenses are submitted for payment. The remaining 50% will be paid after you provide proof of satisfactory completion of the course while employed at the Trust. "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.

**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
DATE OF HIRE	DEPT. NO.	DEPT. NAME
COURSE TITLE(S)		COURSE 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) _____		
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.		
_____ Employee's Signature		_____ Date

