



STAFF EDUCATION ASSISTANCE APPLICATION

Staff education assistance (SEA) is an opportunity for staff to further their professional and/or personal development through formal education. Staff education assistance assumes coursework is taken outside of normal working hours and is therefore distinct from short-term training or professional development opportunities which are expected to be covered by departmental budgets (e.g. training programs, workshops, seminars, meetings of professional organizations).

Staff members are eligible to apply for education assistance if they have had at least two years of continuous benefits-eligible staff employment (.5 FTE) at Reed College by the start date of the proposed coursework. The April 1 deadline is for courses planned to be completed between May 1 and Dec 31. The October 1 deadline is for courses that are completed between November 1 and May 31.

Employee information			
Employee name		Date	
Department		Supervisor	
Highest level of education completed:			
Course information			
Name of school			
Is the school accredited?		<input type="checkbox"/> yes	<input type="checkbox"/> no
Will you earn academic credit from the course(s)?		<input type="checkbox"/> yes	<input type="checkbox"/> no
Is this course part of a degree program?		<input type="checkbox"/> yes	<input type="checkbox"/> no
Type of course:	<input type="checkbox"/> undergraduate	<input type="checkbox"/> graduate	<input type="checkbox"/> continuing education
	<input type="checkbox"/> vocational	<input type="checkbox"/> ESL	<input type="checkbox"/> GED
	<input type="checkbox"/> literacy		
Are you pursuing for the first time a certificate program or undergraduate degree?		<input type="checkbox"/> yes	<input type="checkbox"/> no
Have you previously received assistance under this program in pursuit of the same certificate or degree?		<input type="checkbox"/> yes	<input type="checkbox"/> no

Name of course	Credits	Course fee	Start date	End date



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Please explain how this course relates to your professional or personal development:

Total amount of funding requested: \$ _____

Employee signature: _____ Date _____

Submit your completed staff education assistance form to HR. Attach relevant course information including course costs and dates.

HR approval _____