Employee Education Assistance
Degree Program Application

Employees seeking reimbursement for qualified educational expenses are required to obtain approval for their degree programs from the Human Resources Division (HR). This application must be submitted to HR **at least** **two weeks** prior to acceptance in a degree program. A copy of this application will be returned to the employee indicating approval or disapproval of the degree program.

Directions: All fields must be completed on this application. Incomplete forms will be returned to employees without consideration. *Applications must include a tuition rate schedule and official program description from the school.* Questions should be directed to the Benefits Office at (434) 296-0318.

Employee Information

Employee Name:	**Employee Number:**
Division:	**Job Title:**
Work phone:	**Email Address:**
Degree program sought:	**School Name & Address** **Student ID, if available:**

Undergraduate   **Graduate**   **Doctoral**

Degree Type:
(i.e. Engineering, Computer Science, etc.)

Per credit tuition rate and total program cost:	**Date program is scheduled to begin:**
Employee Signature:	**Date:**

Supervisor Justification

Supervisor Name:	**Division Head:**
Work phone & email address:	**Work phone & email address:**

Degree Justification: Supervisor must describe how degree will benefit NRAO (attach additional pages if necessary)

Supervisor signature:	**Division Head signature:**

HR Approvals

Program Approved:	**If program not approved, reason for disapproval:**

Yes   **No**

HR Representative signature:	**Date:**