

JSA EDUCATION REIMBURSEMENT PROGRAM (ERP) APPLICATION

SECTION I: Applicant Information

Name: _____ Div/Dept: _____ Job Title: _____
Supervisor Name: _____ Educational Institution: _____
Degree Sought: _____ Major: _____
Estimated cost per semester: _____
Projected graduation/completion date: _____ Date you want to start your first class: _____

I certify that, to the best of my knowledge, all information entered on this form is accurate and that I have read and understand the ERP Policy in the Administrative Manual, Section 209. I understand that any costs associated with the requested program are my responsibility until the entire ERP approval process (Sections II through V below) has been completed and the application approved by my Associate Director (or the COO). I further understand that reimbursement is subject to funds availability and, should I terminate employment with JSA within 12 months after my degree is conferred, I will be required to pay back a proportional amount of ERP reimbursements I received from JSA during the preceding 12-month period. I agree that this payback may be deducted from my final paycheck and, if that is insufficient to cover the entire payback, I will pay the invoice that follows.

Applicant's Signature: _____ Date: _____

SECTION II: Line Management Approval

Consider applicant's job performance, longer term developmental career path possibilities and the degree's relevance to current/future job position, potential effect of participation in ERP on the workgroup, and likelihood the applicant will remain with the Lab to apply the degree.

- I recommend this application for approval _____
- I do not recommend this application for approval _____

Supervisor's Signature: _____ Date: _____

Group/Dept Manager Signature: _____ Date: _____

SECTION III: Enrollment Requirements

Attach the following: 1) letter from the educational institution stating either your acceptance into the degree program or your eligibility for the degree and the number of credits needed for acceptance; 2) copy of academic program (course list); 3) written statement (at least 100 words) on why your acquiring this degree will help you perform your job better, how it prepares you for career progression at JLab, and how it benefits JLab's mission.

SECTION IV: Training and Performance Office Recommendation

- Recommend Approval _____
- Do Not Recommend Approval _____

Comments: _____

Training and Performance Reviewer: _____ Date: _____

SECTION V: Management Approval

- Approved _____
- Disapproved _____

Comments and/or funding restrictions:

AD/COO Signature: _____ Date: _____