



## *Degree Program Application for the Educational Assistance Plan*

Please complete this application if you are requesting approval of a degree program under the Educational Assistance Plan. **If approved, you must submit a separate application for each course taken under the plan.**

Name: \_\_\_\_\_ College Telephone #: \_\_\_\_\_  
(Please print)

Date of Hire: \_\_\_\_\_ Employment Status:  Full-time  Part-time

Department: \_\_\_\_\_ Current Position: \_\_\_\_\_

### **Program Details**

Level of Degree Program  Undergraduate  Graduate

What is the title of the degree? \_\_\_\_\_

What is the name of the institution granting the degree? \_\_\_\_\_

When will you commence classes?  Fall  Spring  Summer Year \_\_\_\_\_

Last degree attained (if any)? \_\_\_\_\_

### **Program Justification**

Courses taken through the Educational Assistance Plan are reimbursed at a level based on the relevancy of the program to one's current position, or if not one's current position, to a position potentially available at Amherst College. The reimbursement level is \$3,000 per fiscal year for job related courses, and 50% of tuition and fees up to \$1,500 per fiscal year for non-job related courses (prorated for part-time employees). Please explain how this degree program relates to your current position, or to another position potentially available at the College.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

*Please submit this form along with a copy of the program description and expected cost breakdown to your Department Head for approval.*

### **Department Head/Chairperson Approval**

I support and approve this degree program application for the Educational Assistance Plan. I believe the program:  Directly relates to the applicant's current job  Does not directly relate to the applicant's current job.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### **To Be Completed By The Office of Human Resources**

Application Approved  Application Not Approved (see attachment for explanation)

Signature \_\_\_\_\_ Date \_\_\_\_\_