



Woods Hole Oceanographic Institution Human Resources Office

APPLICATION FOR EMPLOYEE EDUCATION ASSISTANCE

Instructions: Applications must be made in advance of enrollment in the course(s). Forward completed application along with approval signatures to the Human Resources Office, MS # 15. If a leave of absence is required, obtain proper approval through the Human Resources first and submit copy of approval with application.

If requesting prepayment check here: ☐

Check regular status:

FT ☐

3/4 ☐

1/2 ☐

Applicant information:

Last Name _____ First _____ ID Number _____
Department/Group _____ Office Location: _____ Extension: _____
Present Position _____ Supervisor _____

Education Assistance for:

School _____ Term or Semester _____ from _____ to _____
Degree Objective (Assoc., B.S., M.S., etc.) _____ Field _____ Non-degree _____ Correspondence _____

Course Title	Course No.	Credit Hours	Class Schedule	Final Grade*

*Backup documentation required

Cost: *Estimated*

Actual

	Tuition	
	Fees	
	Books	
	Total	

Applicant's Statement: (reason for taking this course or program)

Supervisor's Endorsement: (reasons for endorsing this applicant)

Applicant's Signature _____ Date _____

Supervisor's Signature _____ Date _____

For Human Resources Office use:

Payment Approval: _____
Initials / Date

Prepayment Amount: _____
Date

Payment Approval: _____
Initials / Date

Reimbursement Amount: _____
Date