

FOOTHILL-DE ANZA COMMUNITY COLLEGE DISTRICT
Office of Human Resources and Equal Opportunity

**EDUCATIONAL ASSISTANCE
UNIT 1**

The District shall maintain a fund for assisting unit members to pay for required tuition, fees, and textbooks to attend any work-related class at an accredited college or university. The fund shall be \$30,000 per year. Remaining money shall be rolled over to the next year but the maximum fund shall be not more than \$40,000. Educational Assistance may be used during a Staff Development Leave.

1. The worker shall provide evidence of successfully completing the class.
2. A worker may receive up to a maximum of \$1,000 per academic year.
3. Assistance shall be on a first come first serve basis, until the fund is depleted.

Include official transcript verifying successful completion of the work-related class and receipts identifying tuition, fees and textbooks (parking is not included).

To Be Completed By The Employee:

Employee Name _____

Job Title _____

Social Security Number _____

Amount of Educational Assistance Requested	Tuition	\$ _____
	Fees	\$ _____
	Textbooks	\$ _____
	Total	\$ _____

Date Of Course: _____

Date Course Completed: _____

Information on course : _____

Employee Signature _____

Date _____

To Be Completed by the Administrator:

I verify that this class is a work-related class.

Administrator's Name (please print) _____

Administrator's Signature _____

Date _____

***** (For Human Resources Use Only) *****

Director, Human Resources _____ Amount Reimbursed \$ _____

Processor _____ Date of Reimbursement: _____