

Name of Applicant

Category

School/Department

Date of Application

Educational Institution:

Degree/Diploma/Certificate

Program being sought:

Course for which

Tuition Assistance is sought:

(Title and Number)

Anticipated tuition cost:

Are you receiving any other financial support for this course? No Yes

If you are, identify how much & from whom:

Attachments:

Calendar information detailing a summary of the program, its courses, and the title of the certificate, diploma or degree expected.

Written statement on how this program specifically aligns with the College's/department's objectives or the employee's current position *

Written recommendation of supervisor*

(*The statement and letter in support of a program are required only for the initial application. Do not repeat for each course.)

Note:

- Funds are normally reserved for those applicants who do not receive financial support from other funds.
- Incomplete applications will not be considered and will be returned to the applicants.
- Late applications will not be considered. It is the responsibility of the applicant to ensure that the completed application package is received in the PD office by the relevant due date.
- International educational institutions must meet approval of a credential evaluation by World Education Services (WES).

Signature of applicant: _____