



EDUCATIONAL ASSISTANCE APPLICATION
Associate Section - Applicant and Course Information

Name: _____ Dept. #: _____

Extension: _____ Cell Phone: _____ Phone # _____

Job Title _____ Manager Name: _____

This application is to participate in the following type program at
 (name of institution) _____

Program of Study (if any): _____
 Non-Degreed Course Work Undergraduate Degree
 Associate Degree Graduate (Masters or Ph.D.) Degree
 Certificate or Other Program _____

Course Title(s)	Start Date	Completion Date	Tuition Cost	Registration + Fees	Books Costs	= Totals	Grade

Financial Aid: \$
 Tuition Cost + Registration Fees + Books (less Financial Aid) = Total Eligible Expenses: \$ _____
The total amount of eligible expenses for purposes of reimbursement will be decreased by any financial assistance (i.e., grants, scholarships), other than subsidized loans. Associates are eligible to receive reimbursement for of the total amount of eligible educational expenses incurred, less any financial assistance received, up to a maximum reimbursement of \$10,000 per calendar year.

ASSOCIATE CERTIFICATION

I have read and understand the Educational Assistance Policy including the Tax Treatment and Repayment agreement sections. I certify that each course listed is eligible for reimbursement under the terms of the Policy and that all financial assistance has been fully disclosed.

Associate Signature _____ Date _____

DEPARTMENT MANAGER'S APPROVAL

(Please check each applicable and sign after discussing the proposed coursework with the applicant)

Course will help maintain or improve skills for present job.
 Course will provide preparation for another job with Sysmex to which the transfer or promotion might reasonably be expected.

Course is required for _____ a degree or certificate program which meets one of the two preceding criteria listed.

Manager's Signature _____ Date _____

VICE PRESIDENT'S APPROVAL

Functional Vice President's Signature _____ Date _____

HUMAN RESOURCES APPROVAL

Approved for Educational Assistance
 Not Approved for Educational Assistance/ Reason: _____

Human Resources Signature _____ Date _____

