

UC ANR Staff Assembly Educational Reimbursement Application

Complete both pages of the application form.

Name: _____ Phone: _____

Department: _____ Email: _____

Payroll Title (Career employees only): _____

Date completed probationary period: _____

Provide the following information for each course, seminar, or conference you completed:

Title: _____

Description (you may attach a copy of official program description): _____

Title: _____

Description (you may attach a copy of official program description): _____

Date(s) attended: _____

Total Cost of course/seminar/conference:

Note: Travel, food, parking and incidental expenses are not eligible for funding consideration.

Tuition \$ _____

Registration Fee \$ _____

Books \$ _____

Materials \$ _____

Other Expenses \$ _____ Specify: _____

TOTAL

Total requested for all training combined (not to exceed \$499): \$ _____

Other funding sources \$ _____ Specify: _____

Education/Development goals:

High School Diploma

Certificate Program

Associate's Degree

Professional Development

Bachelor's Degree

Master's Degree

Ph.D.

Other (specify) _____

If applicable, name of degree program of study: _____

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How did this course/seminar/conference assist you in enhancing your current job skills for advancement opportunities or career change within the university system? Be specific and explain the benefit and relationship to your career goals.

What additional development activities/endeavors have you undertaken pertinent to your education or professional goals?

Applicant's signature: _____ Date: _____

Supervisor signature: _____ Date: _____

Supervisor: By signing this you confirm that the applicant has passed probation and is an employee in good standing.

DEADLINE:Close of business of each cycle (April 15th and October 31st).

Attach receipts for all eligible paid expenses and proof of successful completion (i.e., grade report, transcript, certificate, etc.) to this application. Applications received without all required documentation will be returned.

**Email completed and signed application with documents to
Mishelle Costa mpetit@ucanr.edu**