



Application for Educational Assistance

11/18

Completed applications are due in the Human Resources Department no later than April 15* for Summer Sessions, July 1* for Fall Semester and December 1* for Spring Semester.

Form with fields: WIN #, Employee Name, Position Title, Department Name, Work Phone #

Is this course required as part of a degree program*? YES [] NO []

Form with fields: Academic Term, Course Name, Course Number, Is this an Online Course?, Number of Credit Hours, Cost Per Credit Hour, Total Cost of Course

*- Educational assistance benefits of up to \$5,250 per calendar year are tax-free under IRC Section 127 except those relating to a sport, game or hobby which are not part of your degree program.

Tuition and fee schedules are available on the Business Office website at the following link:

http://www.washburn.edu/current-students/business-office/tuition-fees.html

Contact the Business Office, ext. 1156, if questions about a student account balance.

Contact Human Resources, ext. 1538, if questions about benefit eligibility.

I am currently employed in a position authorized to work .5 or greater FTE, will have one year of continuous University employment prior to the end of the term in which enrollment is requested, meet University admission standards and apply for and be accepted for admission in the academic program.

Employee Signature _____ Date _____

Approvals

Supervisor _____ Date _____ Department Head/Dean/Director _____ Date _____

Return completed forms to Human Resources, 118 Morgan Hall

For Use by Human Resources:

DOE _____ FTE _____ ELIGIBLE: YES [] NO []