

Account Code (1): _____	Amt. \$ _____	US	CAN
Account Code (2): _____	Amt. \$ _____	_____	_____



APPLICATION FOR EDUCATION ASSISTANCE

(Please fill out completely printed or typed)

Date of Application:	Month	Day	Year	Employee ID:	_____
Employee Name:	_____			Job Title:	_____
Employee Address:	_____			Location:	_____
City/State/Zip:	_____			Department:	_____
Home Telephone:	_____			Work Telephone:	_____

*C/O	Title/Description of Course	Course Number	Start Date mm/yy	End Date mm/yy	# of Credits	Cost per Credit	Total Cost	Final Grade

*C = Correspondence O = On Campus

Name of Institution				Institution City, State/Province			
_____				_____			
<input type="checkbox"/> Full Time	<input type="checkbox"/> CLEP	<input type="checkbox"/> Accelerated	<input type="checkbox"/> GED	<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate	<input type="checkbox"/> Masters	<input type="checkbox"/> PhD
<input type="checkbox"/> Part time	<input type="checkbox"/> Other						

Briefly, state reason for taking this course:

TOTAL FINANCIAL ASSISTANCE REQUESTED							
\$ _____	\$ _____	=	\$ _____	X	80%	=	\$ _____
Tuition	Books		Sub Total				Total Reimbursement
Do you receive or expect to receive financial assistance from other sources for this training? If yes, what percent?							%

I understand that if my application is approved, I will be reimbursed 80% of tuition and book costs once I submit my receipts. I also understand that I must obtain a "C" grade or above upon completion of the course(s) selected above. I understand that there is a maximum reimbursement of \$2,500 per applicant, per fiscal year. I further understand that upon completion of the course(s) listed above, I must submit proof of completion (certificate of completion or grade report) to the Human Resources Office within (2) months of completion. I acknowledge that if I fail to obtain a "C" grade or above, fail to submit proof of completion within the time allowed OR terminate before the course is completed, repayment will be initiated according to the terms outlined in the Simplot Ed. Assistance Policy..

Employee Signature: _____ Date: _____

APPROVALS

Approved	Not Approved	Supervisor/Unit Manager	mm	dd	yy
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If not approved, state reason:

Approved	Not Approved	Location Ed. Assistance Rep.	mm	dd	yy
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If not approved, state reason:

FOR ESC USE ONLY

Approved	Not Approved	Ed. Assistance Administrator	Submit Date		
			mm	dd	yy
Submit Date + 1st 4 letters of last name					
Ex: Apr 10, 2000 John Smith (041000SMIT)					
Sent to AP Date:	Check #	Check Issue Date:	Check Issue Amount:	Entered Into System Date:	Grades Received
			\$		Y N



Education Assistance policy highlights

1. Manager and HR approval required to determine that the request is consistent with Company policy.

Key Factors: Employee performance, exact length of time with the Company, courses conducted at an accredited educational institution, record of success with prior courses, attendance during non-business hours, appropriate documentation of expenses, degree and / or course work relevant to positions available at Simplot and expenses do not exceed \$2500 in any fiscal year.

2. Employees requiring assistance in selection of class should contact their Human Resources representative.
3. Corporate Human Resources representative(s) will be responsible for administering and tracking the policy for entire company.
4. Once the appropriate documentation has been received, applications will be processed and employees will be reimbursed 80% for tuition and book fees.
5. Employees must submit a grade of “C” or better within 2 months of course completion. If they fail to do so, deduction of those costs from the employee’s paycheck at no less than \$25 per pay period will commence.
6. If an employee terminates before the course is completed, the relevant costs will be deducted as outlined in the Education Assistance Policy.
7. Employees with a history of not completing or failing courses, may be denied up front education assistance.
8. All education assistance will be tracked through the intranet website database.