

## Education Assistance Application Checklist

### Did you:

- Complete ALL fields on the application?**
  - Employee Stats
    - Employee ID number and Social Security number
  - Course Information
    - Including number of credits, cost per credit and total cost
    - Course number, start and end dates
  - Reason for taking course (Field = “Briefly state reason for taking the course”)
  - Total financial assistance requested
- Include verification documents?**
  - Course registration receipt
  - Receipt/quote for books/materials
- Sign and date the form?**
- Route the application to the supervisor/unit manager and the location HR rep for approval?**