

## Virginia Community College System Educational Assistance Request Form

<b>Employee Name</b>	<b>Original Appointment Date</b>	<b>College</b>
		New River Community College
<b>PeopleSoft ID #:</b>	<b>Date of Aid Request:</b>	

<b>Position Title</b>	<b>Department</b>	<b>Teaching Field (For Faculty)</b>

- After Hours Study  
 During Hours Study (Note: Classified employees must attach an adjusted and approved work schedule).

**SEMESTER REQUESTING ASSISTANCE:**

- Summer Semester  
 Fall Semester  
 Spring Semester

College/University to be attended:	
College Address:	
College Address:	

Course Number	Course Title	Semester Hours	Start Date	End Date	Tuition Costs	Mandatory Fees
<b>Sub Total</b>						
<b>Grand Total All Costs</b>						

**Purpose of Assistance (Check one):**

- Job-Related:** Supervisor's signature verifies that course is related to current responsibilities.  
 **Degree Requirement:** Verification of acceptance into a degree program must be on file.

**Payment Option ~ Note that IRS Tax regulations apply:**

- Employee covers up-front payment - contingent on receipt of a grade of "C" or better and supporting documentation (see back), employee will be reimbursed by the State.**  
 **NRCC Educational Foundation covers up-front payment - Promissory Note must be completed and attached to this form.**

<b>Employee Signature:</b>	
<b>Supervisor's Approval:</b>	
<b>Human Resource Signature:</b>	
<b>President's Approval:</b>	

## NOTE

1. When an employee executes a promissory note, all relevant documentation of educational aid will be provided to the NRCC Educational Foundation.
2. Employees must attach proof of financial obligation (invoice) to the institution at which he/she is enrolled to the VCCS 16 (Educational Assistance Request Form) as part of the approval process.
3. In addition to proof of payment, employees must submit a notarized copy of the grade report or an official transcript for reimbursement purposes. (In lieu of an official transcript, employees must have a notary witness his/her access to the grade report and notarize that the resulting copy is consistent with the report viewed on screen.)
4. As reimbursements are processed, the Business Office will inform the NRCC Foundation Office of forthcoming payments.
5. Reimbursement checks will normally be issued in the name of the employee and the Foundation, requiring both endorsements for cashing the checks.
6. The existence of federal, state, and/or local financial aid (scholarships, grants, loans, etc.) will be used to determine the loan amount issued by the NRCC Educational Foundation.
7. Any loan repayment in arrears or default will disqualify the employee from additional loans until his/her account is brought up-to-date.