

## STAFF EDUCATION ASSISTANCE APPLICATION

Staff education assistance (SEA) is an opportunity for staff to further their professional and/or personal development through formal education. Staff education assistance assumes coursework is taken outside of normal working hours and is therefore distinct from short-term training or professional development opportunities which are expected to be covered by departmental budgets (e.g. training programs, workshops, seminars, meetings of professional organizations).

Staff members are eligible to apply for education assistance if they have had at least two years of continuous benefits-eligible staff employment (.5 FTE) at Reed College by the start date of the proposed coursework. **The April 1 deadline is for courses planned to be completed between May 1 and Dec 31. The October 1 deadline is for courses that are completed between November 1 and May 31.**

Employee information		
Employee name	Date	
Department	Supervisor	
Highest level of education completed:		
Course information		
Name of school		
Is the school accredited?	! yes	! no
Will you earn academic credit from the course(s)?	! yes	! no
Is this course part of a degree program?	! yes	



## **STAFF EDUCATION ASSISTANCE APPLICATION**

Please explain how this course relates to your professional or personal development:

Total amount of funding requested: \$\_\_\_\_\_