

Educational Benefits Request Form

Sisseton Wahpeton College

Name of Employee _____ Date _____

Department _____ Supervisor _____

Benefit Requested:

Amount Requested:

Education Leave (up to 6 hours)

Tuition \$ _____

Tuition Assistance

Mileage \$ _____

Tuition Waiver (SWC Only)

Per Diem \$ _____

Professional Development:

Lodging \$ _____

On the job training

Airfare \$ _____

Internship

Student Loan \$ _____

Seminar

Registration Fee \$ _____

Conference/Workshop

Association Fee \$ _____

Professional/Technical Association

Name of class _____

Student Loan Assistance

Funding Source _____

Flex time

Employee Goal:

I understand that I may be required to pay SWC a portion or all of the Education Benefits I have received if I am terminated or resign my employment with SWC within 6 months of receiving this benefit.

Employee Signature _____ Date _____

Name of Institution/Workshop/Meeting _____

Address _____

Course Title/Development Purpose _____

Yes No Employee has successfully completed probationary period.

Yes No Employee is currently subject to disciplinary action.

I approve deny the employee's request.

Supervisor's Signature _____ Date _____

Grant Director _____ Date _____

Benefit Amount \$ _____

Acct. # _____

Human Resources Director _____

Date _____

President's Signature _____ Date _____

Approved

Denied

Amount Approved: \$ _____

Educational Benefits Request Form

Sisseton Wahpeton College

- Step 1: Complete Form (submit application only-1st page)
- Step 2: Attach a copy of Travel Request or Workshop notice if appropriate
- Step 3: Obtain Supervisor's approval and signature
- Step 4: Signature of person in charge of funding source
- Step 5: Give to Human Resources for approval and signature of President
- Step 6: The original will be kept in Human Resources for the employee file and a Copy will be given to the employee and the funding source director.

When approved:

If a **Travel Request: Employee** will give it to the travel clerk so arrangements can be made. When final figures are recorded for costs, the employee is to give a copy to the to the director of the funding source before traveling.

If a **Check Request:** If a check is necessary, the employee needs to contact the director of the funding source with the proper documentation and ask the request be made.

If a **SWC education** request: A copy of the Education Benefits Request needs to go to the student accounts receivable. A copy of the billing needs to be given to the director of the funding source.

Dakota Training Institute request: When approved e-mail the funding source that the training has been approved/denied by the college president and all forms are completed.