

JSA EDUCATION REIMBURSEMENT PROGRAM (ERP)

ERP Application

HR Form 302 (TPO 5/00)

**SECTION I: Application Information**

Name: \_\_\_\_\_ MS#: \_\_\_\_\_ Extension: \_\_\_\_\_ Date: \_\_\_\_\_

Dept: \_\_\_\_\_ Job Title: \_\_\_\_\_ Supervisor's Name: \_\_\_\_\_

_____	<b>Degree Seeking: Please check one</b>	<b>School: Please check one</b>
Educational Institution:	<input type="radio"/> Associates	<input type="radio"/> School of Business
_____	<input type="radio"/> Bachelors	<input type="radio"/> School of Engineering
_____	<input type="radio"/> Masters/Specialist	<input type="radio"/> School of Science
Location	<input type="radio"/> Doctorate	<input type="radio"/> School of Computer Science
		<input type="radio"/> Other: _____

Degree Program: \_\_\_\_\_ Number of Credits needed for Degree: \_\_\_\_\_  
(Please name your anticipated major)

Projected graduation/completion date: \_\_\_\_\_ Estimated cost per semester \$: \_\_\_\_\_

Date you wish to start your first class: \_\_\_\_\_

**SECTION II: Line Management Recommendation**

Consider applicant's job performance and potential effect of participation in ERP on the workgroup

I do/do not recommend this application for approval because: \_\_\_\_\_

Supervisor's Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

Group Manager Signature (optional): \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION III: Enrollment Requirements**

Attach the following: 1) Letter from the Educational Institution stating your eligibility and the number of credits needed for completion of specified degree; 2) Copy of Program (course list); 3) paragraph on why your acquiring this degree will help JLab

**SECTION IV: Training and Performance Office Recommendation**

Recommend:  Approval  Approval with limitations (see attachments)  Disapproval

Training and Performance Reviewer: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION V: Management Approval**

Approved  Approved with limitations (see attachments)  Disapproved

COO/CSO/CPO Signature: \_\_\_\_\_ Date: \_\_\_\_\_