JSA EDUCATION REIMBURSEMENT PROGRAM (ERP)

ERP Application
HR Form 302 (TPO 9/08)

Instructions: Complete form electronically, print, and sign Section II. Print the items in Section III and attach them to completed form. Mail all to the Training Office, MS28D.

SECTION I: Applicant Information

Applicant Name _____ Mail Stop _____ Date: _____

Div/Dept _____ Job Title _____ Supervisor Name _____

Educational Institution: _____ Degree Sought: _____ School of: _____

Location: _____ Number of Credits needed for Degree: _____ Major: _____

Projected graduation/completion date: _____

Est Cost per Semester: $ _____

Date you wish to start your first class: _____

SECTION II: Line Management Approval

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

I _____ recommend this application for approval because:

_____

Supervisor's Signature: _____ 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 application be _____ Date: _____

Training and Performance Reviewer: _____

SECTION V: Management Approval

Application is _____ Date: _____

COO/AD Signature: _____

Print for Mailing

POA: _____ _____ -44-006