



Application For Education Assistance

Name: _____ Social Security #: _____

Job Title: _____ Date of Hire: _____

Proposed Course(s)

Subject _____
Name of Accredited Institution or School: _____
Starting Date: _____
Ending Date: _____
Number of Credit Hours: _____
Cost per Credit Hour: _____
Total Tuition and/or Fees: _____

Please Answer the Following Questions Regarding the Proposed Course(s):

1. Course Description: _____

2. Is the course or degree/certificate program related to your present work (required)?

3. Please describe how the course or degree/certificate will maintain or improve skills required for your present job: _____

4. Please note different taxation rules apply depending on whether the course(s) is job-related:
 - A. Employer-paid education that is related to your current job is **EXCLUDED** from income as a working condition fringe benefit if the following conditions are met:
 - The course(s) must not be necessary to meet the minimum education requirements of the current job.
 - The course(s) is not taken to qualify the employee for a promotion/transfer to a different type of work.
 - The education must be related to the employee's current job and must help maintain or improve the knowledge and skills required for that job.
 - B. All non-related educational assistance provided to employees **will be**

INCLUDED in the employee's income and is subject to federal income tax withholding and social security, Medicare, and FUTA taxes when paid.

5. You must have completed at least one (1) year) of full-time employment with J P Systems, Inc.

6. Please acknowledge you have read the Education Assistance Policy, as stated in your copy of the Employee Manual. In addition, please understand that reimbursement shall be made only after successful completion of the course(s) and upon submission of evidence of passing grades and the awarding of credit hours - if applicable. If your employment terminates for any reason within one (1) year after completing the course, you must agree to pay J P Systems, Inc back. This is limited to a maximum of \$500 per year. If you are eligible to receive educational benefits from other sources, J P Systems, Inc will not reimburse your educational expenses. Please note the amount of course reimbursement is based on the final grade you receive for the course(s), as follows: A = 100%; B= 75%; C=50%; <C=0%. If the course is graded on the pass fail system : Pass=60%; Fail=0%.

Employee Signature

Date

Department Head / Authorized Signature

Date