

STAFF TUITION REIMBURSEMENT PROGRAM

APPLICATION

Before completing this application, it is important that you understand the guidelines of the Staff Tuition Reimbursement Program (STRP). If you need a copy of the guidelines, call Training and Organizational Development at 723-0657 or http://hrweb.stanford.edu/training/stap. Submit one application each academic year. Return completed application to: Training and O.D., 655 Serra St., Mail code 6110. SLAC employees return to: SLAC Benefits Office, Mail Stop 11.

Employee Information

College or University Information

Name - Last, First (Please Print Clearly)

College or University:

Mail Code Department Name

Degree (e.g., A.A., B.A., M.A., Ph.D.)

Phone University ID and Social Security Number

Major Field of Study:

Have you applied for STRP benefits in the past? Yes No

Career Development Job Related

If yes, what year?

Graduate Undergraduate

Undergraduate Class level: Freshman, Sophomore, Junior, Senior (Circle)

Year I plan to graduate:

Academic Year I am applying for: Year

Your signature below verifies that these statements are true:

- I have been employed at Stanford in a regular position for at least one year, 50% time or more (funds for part time staff are pro-rated).
I receive no financial assistance from other sources that would duplicate STRP assistance.
I have discussed career development and performance objectives with my supervisor.
After completion of each quarter/semester, I will send evidence of satisfactory completion (grades, transcripts) to Training and Organizational Development. If I do not complete a course, or receive a grade D or F, I will reimburse the University for funds used.
I have provided complete and accurate information on this application. If I do not comply with all guidelines, I may be ineligible to receive STRP funds.

Employee Signature Date

FAX TO: (650) 725-8234

Supervisor: Your signature verifies that compliance with STRP policy has been met.

Supervisor's Signature Date

Print Supervisor's Name

For Training and OD/SLAC use only
Date Received Yrs. Svc. FTE