



# Mid-Atlantic Staffing, LLC

## EDUCATIONAL REFUND APPLICATION

Print Employee Name: \_\_\_\_\_

Title or Position: \_\_\_\_\_

Facility: \_\_\_\_\_ Status: \_\_\_\_\_ Hire Date: \_\_\_\_\_

The course/certification/test listed below is required as part of: (check one)

A college degree program in which I have been accepted/matriculated:

Related to my present job:

<u>Title of Course/ Certification/ Test</u>	<u>Date Course/Test Begins &amp; Ends</u>	<u>Tuition Cost/ Test Fee:</u>
(1) .....	.....	.....
(2) .....	.....	.....
(3) .....	.....	.....

I am accepted/ matriculated into the \_\_\_\_\_ program at \_\_\_\_\_  
College/university, with an anticipated graduation date of \_\_\_\_\_

I believe the above is job related because: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature Date: \_\_\_\_\_

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**PRELIMINARY APPROVAL:**

\_\_\_\_\_  
Director of Rehabilitation Services Date: \_\_\_\_\_

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**APPROVED FOR PAYMENT:**

\$ \_\_\_\_\_  
\_\_\_\_\_  
Chief Executive Officer Date: \_\_\_\_\_

\*\*\*PLEASE REFER TO INSTRUCTIONS ON REVERSE SIDE\*\*\*

## **INSTRUCTIONS FOR COMPLETING APPLICATION FOR EDUCATIONAL REFUND**

1. Complete reverse side and attach copies of itemized receipts for tuition costs, certification course, or test fees for which you are seeking reimbursement. A copy of your college acceptance or college matriculation notice stating the estimated date of graduation or completion, must accompany your initial application and will be kept on file for future reference.
2. Forward completed application and attachments to the Administrator of Human Resources for preliminary approval prior to starting courses, etc.
3. Submit copy of final grade to the Administrator for Human Resources.
4. Reimbursement will be issued within 14 days after approval.

**NOTE: Employees must submit complete applications with all supporting documents for preliminary approval. Incomplete or late requests will not be considered.**

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