

-	Employee Name	Employee ID	Hire Date	
•	Job Title	Department	FTE%	
1.	<b>COURSE INFORMATION.</b> (Fee statement must be attached). Payment is applicable for a course approved only. In new <i>Course Enrollment Application</i> must be completed if a different course is submitted. Payment will not be mad a second time for the same course unless the course was officially dropped due to medical conditions or at the request of the supervisor.			
	Course Title & Number	Semester Credit Hours		
	Meeting Days and Time	Semester/Year	Lamar Campus	
2.	ABSENCE FROM WORKSTATION. Approval of course from assigned duties during normal working ho supervisors, and administrators certify that this each employee answering 'Yes' must attach a written as the course of th	urs. By selecting 'Yes' on the Si enrollment will interfere with no	ignatures below, the employee rmal duties and responsibilities	
3.	<ul> <li>EMPLOYER PAYMENT UNDER EMPLOYEE EDUCATION AND TRAINING PLAN. Employee may request that LSCP pay for this course enrollment. The following criteria must be met to qualify for payment:</li> <li>a. Enrollment complies with the Employee Education and Training Plan which requires that the course we maintain or improve the skills required for the employee's current job or a required course leading to a undergraduate degree.</li> </ul>			

4. SIGNATURES

b. Employee is benefits eligible.

Payment Approved	Course will interfere with responsibilities	Signatures	
☐ Yes ☐ No	☐ Yes ☐ No		
☐ Yes ☐ No	☐ Yes ☐ No	Employee	Date
☐ Yes ☐ No	☐ Yes ☐ No	Account Manager	Date
☐ Yes ☐ No	☐ Yes ☐ No	Dean/Supervisor	Date
☐ Yes ☐ No	☐ Yes ☐ No	Vice President	Date
		President	Date
Employee is benefits eligible.	☐ Yes ☐ No		
		Director of Human Resources	Date

c. Payment for graduate classes or undergraduate classes will be made only if the employee's supervisor certifies

in a memo how the specific course is directly relevant to the employee's current position.

The Course Enrollment Application must be received before the first day of class. Application is not valid until all signatures have been obtained. The employee must take the completed application along with the fee statement to the Human Resources Office for processing.