

# AGBU 2021-2022 AGBU Educational Assistance Program

**Instructions:** This form is for use by employees and faculty members currently employed at AGBU, pursuing a professional development course/certification or those enrolled part-time in a degree program.

Complete, sign and date this application and have your principal submit it once you have completed your course(s).

## APPLICANT INFORMATION

Name:		
Street Address:		
City:	State:	Zip:
Business Phone:	Mobile Phone:	Email Address:
AGBU School or HQ:		
Position/Title:		
Location:		Date of Hire:
Supervisor or Principal ( <i>He/she must approve this request prior to enrollment</i> ):		

## ACADEMIC HISTORY

Highest Degree Earned:	Year Received:
Name of School/Institution:	Field of Study:

## EDUCATION PURSUED

Answer the questions below as they pertain to the course(s)/program of study for which you are requesting educational assistance for the current semester.

Degree/Certification Sought:		
Name of Degree Program/Specialization/Certification:		
Name of School/Institution:		
Expected Year of Graduation/Completion:		
Semester:    Spring    Summer    Fall    Winter    Year:	Enrollment:    Part Time    Full Time	
Course(s) Title(s)*:		
Credit Value, if applicable ( <i>Enter semester total</i> ):		

*\*If you will be enrolled in multiple courses, please submit your semester/course schedule and descriptions for each course.*

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Course/Semester Start Date:	Course/Semester End Date:
Per Credit Tuition (if applicable): \$	Total Tuition/Fees: \$
These courses are for your: <input type="checkbox"/> Current job <input type="checkbox"/> Future career development <input type="checkbox"/> Both	
Describe how the course(s)/program of study will serve to maintain or enhance your job-related knowledge and skills.	

## **TERMS & CONDITIONS**

- Educational Assistance is available to employees and faculty members of AGBU pursuing a professional development course(s)/certification or enrolled part-time in a degree program.
- Assistance is in the form of tuition reimbursement for a maximum of \$1,250 per semester. Each semester of study requires a new application form to be submitted.
- Assistance will only be distributed upon successful completion of the semester. Successful completion requires the achievement of a “B” or better in the course(s), where a grade is provided; or official documentation from the institution of “Passed” or “Satisfactory” for coursework where a final grade is unavailable.
- Documentation is due within 30 days of course/semester/program completion.
- Educational Assistance is not granted retroactively.

**Have your supervisor or principal scan and submit this form, completed & signed, along with the materials listed below, at the END of your course(s)/semester, to:**

**SCHOLARSHIP@AGBU.ORG**

- Course description(s) from course catalog
- Semester schedule, if registered for more than one course
- Copy of your bursar’s receipt/registration invoice
- Transcripts of your final course grade(s) or copy of credential or certification

By signing below, you agree to the terms & conditions set forth above.

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

Supervisor or Principal’s Approval: \_\_\_\_\_

Date \_\_\_\_\_

Questions? Email [scholarship@agbu.org](mailto:scholarship@agbu.org) or call (212) 319-6383