



Human Resources, 263 Morgan Hall, 670-1538

Application for Educational Assistance

2/09

Completed applications are due in the Human Resources Department no later than **April 15** for Summer Sessions, **July 1** for Fall Semester and **December 1** for Spring Semester.

Name _____ Date _____

Department _____ Position Title _____

Work Phone No. _____ Washburn ID Number _____

Course Information

For which academic term do you plan to enroll? _____

Number of Credit Hours _____ Course Day/Time _____

Official Name of Course _____ Course Number _____

Department _____ Graduate/Undergraduate _____

Certification

I certify that I will have been continuously employed half-time (1,000 hours) or more for one year prior to the end of this academic term and have been accepted for admission as a student to Washburn University.

Signature

Approvals

Supervisor

Date

Department Head/Dean/Director

Date

For Use by Human Resources

DOE _____ FTE _____ A/W/F _____ Hours _____

Extra Lesson Fee _____ Amount Entered _____