

# Employee Education and Development Fund Application for Support of Advanced Degree

Name \_\_\_\_\_ GC ID \_\_\_\_\_

Department \_\_\_\_\_

Degree Pursuing \_\_\_\_\_

Expected Completion Date \_\_\_\_\_

How does the pursuit of this degree advance your work at Goshen College?

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***Amount of Tuition Support Requested \$*** \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Please attach verification of tuition paid and successful completion of courses (unofficial transcript)

## **Employee Education and Development Fund (2056) Guidelines**

An Employee Education and Development fund was endowed in July 2006 for the purpose of providing opportunities to advance skills of staff and administrative employees. Any administrator, professional staff or hourly staff employee employed half-time (.50 FTE) or above is eligible to receive benefits from this fund. (Teaching faculty professional development is funded through the Mininger Center, managed by the Academic Dean's office.)

The employee education and development fund serves two primary purposes:

1. Support individual employee education, including attaining advanced degrees (master's and/or doctorate).
2. Create opportunities for large number of employees to gain skills or obtain training, usually in group settings.

Funds will not be allocated for routine department or individual in services or conferences normally funded by department budgets. The fund is not intended to reduce or allow reallocation of department budgets but to give new opportunities for employees to gain knowledge and skills that would otherwise not be available.

Examples of opportunities that may be funded include, but are not limited to:

- Individual employee class enrollment outside GC curriculum, including attaining of master's and/or doctorate degree(s).
- Guest speakers/consultants to provide on-campus seminars
- Purchase of training materials
- Development of on-line and IT training
- Sending employees to "Train the Trainer" seminars

The Provost is the primary administrator of the Employee Education and Development Fund, in consultation with the Vice President for Finance and Associate Director of Human Resources. The Provost may enlist others to assist in the selection and design of training opportunities.

Any eligible employee may submit a request for funding to the Provost with the following information:

- 1) Employee name and department
- 2) Description of the activity
- 3) Desired outcome identified, including how this activity benefits the employee's contribution to the mission of the college.
- 4) Timeframe
- 5) Proposed amount of assistance

The maximum amount for individual tuition assistance is **\$5,000** per academic year. Books and other required class material are not covered. An employee is eligible for assistance from this fund in subsequent years as funding is available. Undergraduate classes offered by Goshen College are covered under the normal tuition assistance benefit.