

**SECTION 127 EDUCATIONAL ASSISTANCE PLAN APPLICATION**

**Eligible employees may be reimbursed for up to \$2000 per calendar year for cost covered by the plan.**

**Basic eligibility requirements (Please read carefully):**

- **All other resources have been researched for money at the facility level. (i.e., DHS scholarships)**
- Employee must have acceptable attendance and performance (no formal corrective action, including verbal warning, in the preceding 6 months).
- Employee must be authorized to work at least 40 hours per pay period.
- Employee must have at least one year of service with Ebenezer.
- Class must be related to current position or prepare employee for advancement or another position within Ebenezer (or the Fairview system).
- Class must be at an accredited college, university or technical school.

Name \_\_\_\_\_ Employee # \_\_\_\_\_ Date of Hire \_\_\_\_\_

Current Position \_\_\_\_\_ Location \_\_\_\_\_

Home Telephone \_\_\_\_\_ # Hours Worked Per Pay Period \_\_\_\_\_

Address \_\_\_\_\_

Amount Requested \$ \_\_\_\_\_

**Applicant: Please attach the following:**

- Name and address of educational institution
- A brief course description
- Documentation showing cost of tuition and other itemized reimbursable expenses
- Explanation of how this will help you in your current job and/or prepare you for advancement or another position within Ebenezer (or Fairview system)**
- Submit this form to your manager for approval. Your Manager should then submit your application and supporting documentation to the Ebenezer Benefits Manager at 1700 University Ave, St. Paul, MN 55104.**

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For Office Use Only

Manager Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Plan Administrator Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Application: \_\_\_\_\_ accepted \_\_\_\_\_ denied Have DHS Funds been applied for? \_\_\_\_\_ Amount Paid: \_\_\_\_\_

\*Application and all documentation must be received within 90 days of completing the course.

\*\***To be reimbursed, copies of a passing grade** need to be sent to the Plan Administrator.

**Upon receiving reimbursement employees are expected to complete a minimum of one year of additional service and maintain 40 hours per pay period for a minimum of one year.**

*See Educational Assistance Plan document for details.*