



## Educational Assistance Program (EAP) Acknowledgement Form

This EAP Acknowledgement Form is required once per fiscal year. Upon completion, please submit in Workday with your first EAP request of the fiscal year. You are not required to resubmit this agreement with any subsequent EAP requests. If the College will pay for your course directly, then upload with your **Supplier Invoice Request**. If you will pay yourself and request reimbursement, then upload with your **Expense Report**. Reimbursement is required for all approved EAP Travel and eligible wellness expenses.

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### Employee Information

Name	M#	Fiscal Year

### Employee Certification

Participation in the Educational Assistance Program (EAP) requires acknowledgement of the program rules and limitations as listed in the EAP Resource Guide, which is available on the [Educational Assistance Program \(EAP\) and Professional Development Assistance Program \(PDAP\) website](#).

By submitting requests for direct payment and/or reimbursement for eligible expenses during the fiscal year listed above, I acknowledge that I understand eligible expenses and will follow program criteria, have successfully read the EAP Resource Guide and/or taken available training, and affirm that I will comply with directives from the Office of Human Resources and Strategic Talent Management to ensure my request(s) are processed accurately and in a timely manner.

My signature below confirms I understand the conditions and obligations for requesting and accepting EAP benefits under [College P&P 35001, Compensation Programs \(XIX, A\)](#), including but not limited to:

- Satisfactory completion is obtaining any certificate, grade, or designation other than failure according to the standards established by the institution or organization attended. Withdrawing from a course is not considered satisfactory completion ([P&P 35001, XIX, A, 2, e](#)).
- I must submit proof of satisfactory completion of any course, seminar, conference, and/or workshop covered by EAP benefits. It is my responsibility to notify Montgomery College of any changes to my attendance and that I am responsible for reimbursing the College **in full** should I not receive a satisfactory grade and/or withdraw from an EAP course, seminar, conference, or program before completion ([P&P 35001, XIX, A, 5, c](#)).
- If I am requesting any tuition payments in excess of the annual IRS non-taxable tuition limit, and/or any eligible wellness expense reimbursements up to the monthly limit, then I am responsible for paying the taxes on the taxable income through payroll withholding on a quarterly basis ([IRS Tax Benefits for Education: Information Center](#)).

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Employee Signature

Date