Educational Assistance Program (EAP)
Affidavit for Course Completion

To remain eligible for continued financial benefits under EAP, employees must submit proof of satisfactory completion for any course, seminar, conference, and/or workshop covered by EAP benefits. In addition, a passing grade is required for all EAP-covered credit courses.

If you are not provided with documentation from the educational institution or organization upon completion of any EAP-covered course, seminar, conference, and/or workshop, then this affidavit may be used to satisfy this requirement. It is not valid unless completed in its entirely, signed, and dated by the employee.

Upon completion, please submit your EAP Affidavit for Course Completion depending on how your EAP request was or will be processed. If the College pre-paid for your course directly through a Supplier Invoice Request, then send to EAPRequests@montgomerycollege.edu. If you paid for the EAP activity and will request reimbursement, then upload with your Expense Report documentation.

Employee Information

Name	MC ID#

Activity Details

Spend Category		Activity Start Date	Activity End Date
EAP Criteria	☐ Job-related for current position at MC ☐ Preparing for higher level duties or another career at MC ☐ Requirement in a job-related degree-seeking program		
Activity Code		**Final Grade for Credit Course** (if applicable)	

Employee Certification

My signature below confirms that the information provided above is truthful and accurate and that I did in fact attend and complete the attendance requirements for the EAP course, seminar, conference, and/or workshop listed above.

Employee Signature _____ **Date** _____

FOR HRSTM USE ONLY

Fiscal Year: _____ **Date of HRSTM Receival/Review:** _____