



Educational Assistance Program (EAP) Request Form for MC Courses, Fees, and Books

This request form is required for all requests to use EAP funds on MC courses, fees, and/or books not directly covered by Tuition Waiver, which includes WDCE non-credit courses and required books and fees for all MC credit and non-credit courses. Upon completion, this form must be emailed to EAPRequests@montgomerycollege.edu for processing. Note that all reimbursements are processed through the student account (not Workday).

Employee Information

Name		M#	
Date of Hire		Division/ Department	
County Residency	<input type="checkbox"/> Montgomery County Resident <input type="checkbox"/> Non-Resident	Campus	<input type="checkbox"/> CT <input type="checkbox"/> RV <input type="checkbox"/> GT <input type="checkbox"/> TP/SS
Employee Type	<input type="checkbox"/> Faculty <input type="checkbox"/> Staff	Employment Status	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-Time

Request Details

Type of Request	<input type="checkbox"/> MC Course(s) <input type="checkbox"/> Required Books <input type="checkbox"/> Required Fees	Please note your degree or area(s) of study, if applicable.	
Justification: If this course is not fulfilling degree requirements, please explain how this course is job related.			

Course/Fee/Book Information

Course Number	Title/Fee Type	Start/End Dates	Amount

Approvals

Employee Signature	Date	Approved <input type="checkbox"/> Yes <input type="checkbox"/> No
Supervisor Signature	Date	
HRSTM Signature	Date	Approved <input type="checkbox"/> Yes <input type="checkbox"/> No

FOR HRSTM USE ONLY – NON-MC COURSE, SEMINARS, OR WORKSHOPS

Amount: _____ Account Number: _____ Record #: _____



Payment/Reimbursement Instructions

For course fee and/or book reimbursement, please submit your receipt and a Syllabus or something showing the book requirement along with this form. Course fees and MC Bookstore purchases will be reimbursed directly through the employee's student account. Receipts submitted from an outside book vendor must meet the following criteria in order to be accepted as proof of payment:

- The receipt must be original, must be printed with the vendor's information and must show form of payment (i.e., cash, check, credit). If a receipt is not available, a confirmation email from the vendor with the above information will suffice.
- If you pay for courses or course materials online, the electronic confirmation of payment may be submitted, but it must show the amount paid and form of payment as stated above.
- If neither of the above is available, a copy of the cancelled check (front and back), a credit card receipt, or a credit card statement showing the charge may be submitted. If you submit a credit card statement, please be sure that your name is printed on the page that you submit. Credit card statements will not be accepted without the employee's information.
- Handwritten or generic receipts will not be accepted as proof of payment.