![Montgomery College logo]

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

This request form is required for all requests to use EAP funds on MC courses, books, and/or fees 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	☐ Montgomery County Resident ☐ Non-Resident	**Campus**	☐ CT ☐ RV ☐ GT ☐ TP/SS
Employee Type	☐ Faculty ☐ Staff	**Employment Status**	☐ Full-time ☐ Part-Time

Request Details

Type of Request	☐ MC Course(s) ☐ Required Books ☐ 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/Book/Fee Information

Course Number	Title/Fee Type	Start/End Dates	Amount

Approvals

Employee Signature   **Date**

Approved
☐ Yes ☐ No

Supervisor Signature   **Date**

Approved
☐ Yes ☐ No

HRSTM Signature   **Date**

FOR HRSTM USE ONLY – NON-MC COURSE, SEMINARS, OR WORKSHOPS		
Amount:	Account Number:	Record #:

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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.