

**Montgomery College Office of Human Resources, Development and Engagement  
EAP Request**

**MC Courses, Fees, Books**

Please complete all information below and submit to OHRDE for processing.  
If you have questions, please contact 240-567-5352.

**EMPLOYEE INFORMATION**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ MC ID: M Date of Hire: \_\_\_\_\_  
 Residency: County \_\_\_\_\_ Employment Status: Full Time Regular Department: \_\_\_\_\_  
 Campus: Rockville Job Title: \_\_\_\_\_ Employment Type: Non-Bargaining

**TYPE OF REQUEST**

Please indicate the type of EAP request: MC Course Tuition  
 If applicable, please indicate the degree you are pursuing: N/A Please indicate your area of study:

For requests other than degree requirements: Explain how this course is job-related:

**PAYMENT/REIMBURSEMENT INSTRUCTIONS**

For course fee or book/supply reimbursement, please submit your receipt and a syllabus or something showing the book/supply 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/supply vendor must meet the following criteria in order to be accepted as proof of payment:

- The receipt must be original, must be printed on the organization's letter head and must show **form of payment (i.e. cash, check or charge)**. If a receipt is not available, a confirmation email from the organization 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**.
- 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; otherwise, it will not be accepted.**
- **Handwritten, generic or copied receipts will no longer be accepted as proof of payment.**

**REQUESTS THAT ARE MISSING REQUIRED DOCUMENTATION WILL BE RETURNED TO THE EMPLOYEE**

**COURSE INFORMATION**

**MC COURSE TUITION, MC COURSE FEES, REQUIRED BOOKS/SUPPLY INFORMATION**

COURSE NUMBER	TITLE	BEGIN/END DATES	AMOUNT
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**APPROVAL**

\_\_\_\_\_  
 Employee Signature / /  
 Date

\_\_\_\_\_  
 Supervisor Signature / /  Approved  Not Approved  
 Date

\_\_\_\_\_  
 Vice President, OHRDE Signature / /  Approved  Not Approved  
 Date

**FOR OHRDE USE ONLY**