



## Educational Assistance Program (EAP) Acknowledgement Form

This acknowledgement form is required for every EAP request in Workday, except Wellness expense reimbursement requests and EAP requests for MC courses, fees, and/or books, which should be emailed to [EAPRequests@montgomerycollege.edu](mailto:EAPRequests@montgomerycollege.edu).

Upon completion, please submit your EAP acknowledgement form depending on how your EAP request was or will be processed. If the College will pre-pay for your course directly, then upload with your Requisition and Receipt documentation. If you will pay for the EAP activity and request reimbursement, then upload with your Spend Authorization and Expense Report documentation.

### Employee Information

Name	M#	Type of Request
		<input type="checkbox"/> Pre-pay (Requisition/Receipt) <input type="checkbox"/> Reimbursement (Spend Authorization/Expense Report)

### Activity Details

Activity Type	Activity Start Date	Activity End Date
Spend Category		
Activity Code		
EAP Criteria	<input type="checkbox"/> Job-related for current position at MC <input type="checkbox"/> Preparing for higher level duties or another career at MC <input type="checkbox"/> Requirement in a job-related degree-seeking program	

### Employee Acknowledgement

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 35001C, 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 35001C, XIX, A, 5, c](#)).
- If I am requesting any tuition payments in excess of the annual IRS non-taxable tuition limit, then I am responsible for paying the taxes on the taxable income through payroll ([IRS Tax Benefits for Education: Information Center](#)).

Employee Signature

Date