



## 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 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 and it is not valid unless completed in its entirety and 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 Requisition and Receipt, then send to [EAPRequests@montgomerycollege.edu](mailto:EAPRequests@montgomerycollege.edu). If you paid for the EAP activity and will request reimbursement, then upload with your Spend Authorization and Expense Report documentation.

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### Employee Information

Name	M#

### Activity Details

Activity Code	Activity Start Date	Activity End Date
Spend Category		
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	
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.

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**Employee Signature**

**Date**