

**COLLEGE RELEASE PROGRAM  
AND  
STAFF EDUCATION REIMBURSEMENT REQUEST**

**A. Application**

**Employee Information**

Employee Name \_\_\_\_\_ Employee ID \_\_\_\_\_

Position \_\_\_\_\_ Department \_\_\_\_\_

Degree Being Sought \_\_\_\_\_ Major \_\_\_\_\_

- College Release Program (CRP) only (Complete sections A & B and submit to HR prior to the beginning of the semester.)
- Staff Education Reimbursement only (Complete section A & C and submit to HR prior to the beginning of the semester.)
- Both CRP and Reimbursement (Complete sections A, B, & C and submit to HR prior to the beginning of the semester.)

*In accordance with the provisions of the Texas Government Code, Chapter 656.041, Subchapter C and PS 02.B.12, Employee Training and Development Policy, I wish to apply for permission for the necessary time off to attend the class stated below and/or seek reimbursement upon satisfactory completion of this course. I understand that the course for which I am requesting eligibility under the College Release Program and the Staff Education Reimbursement must lead to a degree and/or is for professional development applicable to my job.*

**Course Information**

Semester \_\_\_\_\_ Year \_\_\_\_\_

Course Title \_\_\_\_\_ Course # \_\_\_\_\_

Days/Time \_\_\_\_\_ Total Hours \_\_\_\_\_

Name of Institution \_\_\_\_\_

**B. Supervisor Action**

- Approve CRP
- Disapprove CRP (Please complete the comments section below.)

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Comments

*Employee must forward all pages of this request and proof of registration to HR. This form becomes part of the employee's permanent personnel file.*

### C. Reimbursement

- I am seeking staff education reimbursement for the class listed in section A. I will provide an official copy of my grades to HR at the end of the semester, if the course was completed at another institution of higher education.
- I grant university officials permission to check my academic and financial records for the purposes of staff education reimbursement as required by this program and defined in PS 02.B.12, Employee Training and Development Policy.

I understand that,

- In order to be eligible for the College Release Program and/or the Staff Education Reimbursement, the course for which I am seeking release time or reimbursement must lead to a degree and/or professional development applicable to my job.
- The staff education reimbursement is a nontaxable benefit to me per Internal Revenue Code (IRC), Section 127.
- If I received UHD-funded grants or scholarships, the staff education reimbursement will be reduced by the amount of any such scholarships.
- If I have a financial obligation for the semester being processed, the reimbursement will be offset by the amount owed.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

### D. HR Certification (check all that apply)

Employee ineligible for CRP for current semester due to:

- Course not applicable to current position
- Did not meet all requirements in the semester
- Other: \_\_\_\_\_

Employee ineligible for CRP next semester due to: \_\_\_\_\_

Employee met all requirements and is eligible for CRP next semester.

### E. Reimbursement Certification

Employee eligible for staff education reimbursement.

Reimbursement Approved Amount of reimbursement \_\_\_\_\_

Reimbursement denied due to:

- No funding available
- Did not meet all requirements for the current semester
- Financial obligation to UHD
- Other: \_\_\_\_\_

\_\_\_\_\_  
HR Signature

\_\_\_\_\_  
Date

### F. Payroll

Reimbursement Processed

\_\_\_\_\_  
Payroll Signature

\_\_\_\_\_  
Date

### G. HR Records

Scan into employee's personnel file.