

**Virginia Community College System  
Educational Assistance Request Form**

Employee Name	Original Appointment Date	College/System Office
Student Number	Email Address	

Position Title	Department/Division	Teaching Field (For Faculty)

After Hours Study

During Hours Study: Note: for classified employees an adjusted work schedule will be attached.

Leave of Absence With Pay: Promissory Note Must be Completed

Leave of Absence Without Pay: If educational expenses are being paid, promissory note must be completed.

College/University to be attended

College Address

Course Number	Course Title	Semester Hours*	Start Date	End Date	Tuition Costs	Mandatory Fees	
*Limit of 6 credit hours per semester					Sub Total		
					Grand Total All Costs		

**Purpose of Assistance** (Check one)

Job-Related: Supervisor’s signature verifies that course is related to current position responsibilities

Degree Requirement: Verification of acceptance into a degree program must be on file

Other

**Payment Option** (Check one) Note that IRS Tax regulations apply.

Reimbursement: Contingent on receipt of a grade of “C” or better and supporting documentation.

Up-Front Payment: Promissory Note must be completed and attached to this form.

N/A

Employee Signature

Date of Request

Supervisor’s Approval

Date

Vice President’s Approval

Date

**IMPORTANT INSTRUCTIONS TO REQUESTOR:**

Once the approved form is returned to the requestor: (1) follow the regular registration procedures; (2) submit a copy of this document along with a copy of your class schedule to the DCC Accountant (Ms. Walker in the Business Office). If your residence is outside of Virginia, also provide a copy to the DCC Registrar (Ms. Thornton in Admissions). Submit a copy of your final grade to your supervisor. Please contact your supervisor with questions. Thank you.