

Arbor Acres Application for Education Support



This application will review your eligibility for current education programs at Arbor Acres.

Arbor Acres Artists: IF YOU ARE PRN, YOU ARE NOT ELIGIBLE FOR EDUCATION ASSISTANCE AT THIS TIME.

Please feel free to complete this application when you are a regularly scheduled part-time or full-time employee and have completed at least 6 months of full or part-time employment.

WHICH PROGRAMS MIGHT YOU BE ELIGIBLE FOR:

- Arbor Acres Resident Educational Scholarship (including non-job related)
- Arbor Acres Tuition Reimbursement (if Resident Scholarship doesn't cover all costs.)

Eligibility for both programs: FT or PT (regularly scheduled) for at least 6 months, and no disciplinary actions (1 yr.)

Arbor Acres Tuition Reimbursement: Courses must be related to your job or job progression at Arbor Acres AND you must be attending an accredited college or university. Max Award Given: \$500/semester or \$1,000/calendar year.

Resident Scholarship: Arbor Acres Employees only (Fountain Hill Artists are supported through the Rise and Thrive program.) Max Award Given: \$2,500 per semester. This scholarship is funded by resident donations and decisions will be made based on a variety of factors and may not always be available.

WHICH COSTS MIGHT BE COVERED?

Books (online or paper), Tuition (not fees), and Exam fees.

WHICH COSTS ARE NOT COVERED?

Application fees, parking fees and certain other non-tuition expenses are not reimbursable. Any costs reimbursed to you through a separate scholarship or tuition program (no "double dipping").

WHEN WILL I RECEIVE PAYMENT?

Scholarships: You will receive a check made out to the school (in your name), as long as you are approved.

Tuition Reimbursement: You will receive payment IF YOU ARE AN ACTIVE EMPLOYEE and have not given notice of your termination after you provide us proof of attending and passing (A, B, C or "Pass" grade) the courses. **You will have to repay the costs if you leave the organization for a period of one year after the end of your coursework.**

Tuition reimbursement may be considered taxable income; you may want to consult your tax preparer or accountant.

Please complete the application information below.

First Name	Last Name	Phone
Current Job Title	Manager's Name	COMPANY: Arbor Acres

Most recent hire date OR (if you were previously PRN or part-time), date on which you became full-time.

(If you are unsure, leave blank and HR will complete): ____/____/____

University/College Name:

Degree or Certification Sought:

Name of Course(s) for the upcoming semester:

Is the course related to your current job or a career path at Arbor Acres? YES ☐ NO ☐

If you are applying for the scholarship programs, tell us in 200 words or less why you are interested in the course and how it applies to your future interests and career path (at Arbor Acres, or elsewhere.) (continued on next page...):

(Scholarship statement continued)...

If you are applying for the scholarship programs, please have your manager complete this section:

Manager – Does this employee have any disciplinary sessions within the past 12 months? YES ☐ NO ☐

Manager – Do you recommend this employee for additional education? YES ☐ NO ☐

Any additional comments?:

Manager Signature: _____ Date: _____

Instructions:

- **Complete application by deadlines below:**
 - **Summer Semester - April 30th**
 - **Fall Semester - July 30th**
 - **Spring Semester - November 30th**
- **Email application to Talent Arts at hr@arboracres.org and copy your manager on email** (or provide paper copy to Talent Arts Cottage or Alicia Carter's office in Asbury (Mondays and Tuesdays) in advance of deadline.) Intra Office mail may not reach HR by deadline, so use caution.
- **Scholarships: Include the following with your application.**
 - Copy of previous grades from scholarships given by Arbor Acres (if applicable).
 - Verification of enrollment for semester or quarter for which the applicant is requesting assistance.
 - Invoices to support tuition costs and book purchases.
- **Tuition Reimbursement (Paid Following Course):** At completion of course, attach a copy of the tuition statement, other receipts and final grade reports to hr@arboracres.org for reimbursement.

AGREEMENT FOR SCHOLARSHIP AND TUITION REIMBURSEMENT PROGRAM:

I commit to honesty and accuracy on my application. I will provide any follow-up paperwork (for example for tuition reimbursement) promptly.

Artist Signature

Date

TO BE COMPLETED BY TALENT ARTS:

APPROVAL BY: _____

Employee approved for \$ _____ Tuition Reimbursement

Employee approved for \$ _____ Arbor Acres Scholarship

AGREEMENT FOR TUITION REIMBURSEMENT PROGRAM ONLY:

In consideration of my employment and the agreement by Arbor Acres to pay the costs of educational expenses up to \$500/semester (maximum of \$1000/calendar year), I agree:

1. If I resign during the 12 months following the completion of my courses, Arbor Acres will deduct any educational reimbursements paid to me during the 12-month period from my final paycheck.

2. I authorize Arbor Acres to withhold from my final check any such amounts due at termination.

Artist Signature

Date