**Policy:** For more information on this program, please see the [Employee Graduate Aid Program Policy](https://messiah-employee.policystat.com/policy/7884056/latest/).

**Application Deadlines:**

* October 1 for Spring/Summer
* February 1 for Fall

Date of Application:

|  |
| --- |
| Employee Information |

Name:       Hire Date:

Title:       Years in Current Position:

Department:

|  |
| --- |
| Educational Program *(Please attach a full outline of the education program in which you wish to enroll)* |

Program Applying for:

Name of College/University you plan to attend:

Estimated Registration Date:       Total Credits in Program:

Please explain why you would like to enroll into the Graduate Aid Program:

I have read and understand that the University will pay 50% (up to $5,000) and that I will be responsible for the remaining cost of tuition under this program and acknowledge that, upon completion of the educational program, Messiah University is not obligated to reward such completion through promotion, transfer, reassignment, or salary increase.

|  |  |  |
| --- | --- | --- |
|  |  |       |
| Employee Signature |  | Date |

**NECESSARY APPROVALS:**

Supervisor/Dept Head: Date:

Vice President/Provost: Date:

Vice President for HR: Date:

Messiah University does not discriminate on the basis of age, race, color, sex, national or ethnic origin, disability, or veteran’s status in the recruitment and admission of students, the recruitment and employment of faculty and staff, or the operation of any of its programs.

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| *Copies:* *[ ]  Employee* *[ ]  Finance* *[ ]  Personnel File* |