



The Salvation Army
USA Central Territory
Officer Education Assistance Program of Study Application

All Applicants please complete both Sections I & II and the Promissory Note. In addition, please supply the following documentation:

- 1) A summary and/or an evaluation of transcripts from the Institution which indicates the total number of credit hours for degree completion.
- 2) A financial cost summary of the entire program as well as an indication of tuition costs per credit hour.
- 3) Attach any requirements concerning travel, internships, or observational plans, include your action plan to address appointment responsibilities

The completed form, along with supporting documentation, must be sent to the Unit Commander or Department Head for endorsement. Tuition costs for undergraduate degrees should not exceed \$450.00 per credit hour, \$650.00 for graduate degrees. Please supply rationale if costs exceed this amount.

SECTION I

Last Name	First	M.I.	Date
Street Address		Officer Years of Service	
City	State	ZIP Code	

Date seeking to start

List previous degree programs started or completed, including those previous to the start of your officership:

Are there travel requirements for this program of study? (attach details)	YES	NO	1)	degree	date completed
Any internship or observational requirement? (attach details and action plan)	YES	NO	2)	degree	date completed
Is your spouse currently enrolled in a program of study?	YES	NO	3)	degree	date completed

If so, what program:

Credits remaining to complete?

SECTION II

<p>Program format</p> <p style="text-align: center;">Residential Online Hybrid</p> <p>Proposed Program of Study (including emphasis):</p> <p>Institution:</p> <p>Accrediting Agency:</p> <p style="text-align: center;"><u>Program Costs</u></p> <p>Cost per credit hour</p> <p>Estimated book cost per course</p> <p>Total Course Cost (cr hrs + books)</p> <p>Total Credit Hours Required</p> <p>Indicate type of program</p> <p style="text-align: center;">Undergraduate degree Undergraduate Certificate Graduate degree Graduate Certificate</p>	<p>Rationale for pursuing degree program; please include the following: Attach additional pages for changes to program or exceptions for cost, <i>only where needed.</i></p> <p>1) Describe your expectation for personal development as a result of this program.</p> <p>2) How will this program of study benefit your current appointment?</p> <p>3) How will you minimize the impact of study on your appointment?</p>
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STATEMENT OF APPLICATION

I HAVE READ AND SIGNED THE FINANCIAL AGREEMENT : _____

I understand that approval for education assistance in a degree program is provisionally continual based upon the satisfactory performance of my responsibilities in my appointment and as an officer, which is my first priority. Review of this program of study may occur at any time as requested by my Unit Commander or Territorial Administration. I understand that I am personally responsible for all costs until authorized for reimbursement by The Salvation Army.



Unit Commander Confidential Endorsement for Education Assistance

NAME OF OFFICER:

DIVISION/COMMAND

DEGREE REQUESTED:

The officer has demonstrated strong leadership performance in the following areas:				
Competencies & Attributes	Strongly Agree	Agree	Disagree	Not Observed
Mission Focus – commitment to the mission of The Salvation Army (saving souls, growing saints, and serving suffering humanity)				
Multi-tasking - working productively under stress				
Strategic Planning and implementation				
Team Leading – of officers, soldiers, community members				
Strong family relationships who support the program				

Divisional Commander's Statement: *Briefly state your support or concerns for the applicant. Please complete all sections.*

Please provide a general description of the applicant's competency as an officer under your command.

Please provide your perceived benefits for development in pursuing the degree program specified

Please describe the anticipated contribution to the Division and to the Territory overall.

I do not support

I support with some concerns

I support

I recommend with full support

Unit Commander Signature



Endorsements

Divisional Officer Development Secretary's Review:

How will this program of study impact the officer's personal goals?

What will you need to monitor in order to provide helpful feedback?

Please offer any helpful insights for consideration.

Divisional Officer Development Secretary Signature

Education Committee Review:

Recommend _____ Comments: _____

Defer (with comments)

Do not recommend

Education Committee Stamp

APPROVALS

I do support

I do not support

Territorial ORD Secretary

Personnel Secretary

I do support

I do not support

I do support

I do not support

Chief Secretary

CENTRAL TERRITORIAL HEADQUARTERS
5550 Prairie Stone Parkway
Hoffman Estates, IL 60192

EDUCATIONAL FINANCIAL AGREEMENT

In consideration of the expense incurred by The Salvation Army through payments to me or in my behalf in connection with the furtherance of my education and training for Salvation Army service as an officer, I hereby agree that:

If for any reason I cease to be engaged in the service of The Salvation Army as an officer within a five-year period of the conclusion of the education program outlined on each of my Officers' Education Applications,

I will refund to The Salvation Army the amount of money advanced me for tuition, books and other school fees, in excess of the first five hundred dollars (\$500). The sum to be repaid shall be this total, less one sixtieth (1/60) of the total for each month of service rendered by me, as an officer, to The Salvation Army following completion of the education training on each application.

The sum to be repaid shall be pro-rated over a maximum period of sixty months, or at a rate of no less than fifty dollars (\$50) per month.

This agreement shall begin three months (90 days) from the date I cease to be engaged in the service of The Salvation Army as an officer.

Signed _____

Seal

Subscribed and sworn to before me

this _____ day of _____ A.D. 20__

NOTARY PUBLIC

signature of notary

date