



*The Salvation Army*  
USA Central Territory  
Application for Individual Courses

All Applicants please complete both Sections I & II and the Financial Agreement on the reverse side. In addition, please supply the following documentation:

- 1) A detailed registration confirmation and invoice from the Institution which indicates the course(s), total number of credit hours, fees, and costs.
- 2) Proof of Payment for all registration costs and books purchased. Receipts must contain details of the item purchased and the corresponding details of payment method, date, amount, etc. Order & Shipping confirmations for books are not accepted as proof of payment.

The completed form, along with supporting documentation, must be sent to the Unit Commander or Department Head for endorsement. Tuition costs for all undergraduate courses should not exceed \$450.00 per credit hour, \$650.00 per hour for graduate courses. Unaccredited courses are not eligible.

**SECTION I**

Last Name	First	M.I.	Date
Street Address		Officer Years of Service	
City	State	ZIP Code	
Have you taken individual courses in the last 6 months?	YES NO	FOR INDIVIDUAL CLASSES ONLY: <i>please list course, credit hours and dates</i> AND attach receipts	
Are you attaching travel expenses to this request?	YES NO	Course number and name.	Cr Hrs Course dates
Are the listed courses accredited and transferable?	YES NO	Course number and name.	Cr Hrs Course dates
Is your spouse currently enrolled in a course of study?	YES NO	Course number and name.	Cr Hrs Course dates
If so, what program:		Credits remaining to complete?	

**SECTION II**

<p><i>Complete the items below . Attach corresponding invoices and proof of payments. Screen shots and cut&amp;paste will not be accepted.</i></p>	<p>Rationale for pursuing this course(s); please include the following:</p> <p>1) Describe your expectation for personal development as a result of this course(s)</p>
<p>Institution:</p>	<p>2) How will this course benefit your current appointment?</p>
<p>Accrediting Agency:</p>	
<p><u>Program Costs</u></p>	<p>3) How will you minimize the impact of study on your appointment?</p>
<p>Cost per credit hour</p>	
<p>Estimated/actual book cost</p>	
<p>Course Fees</p>	
<p>Full Cost (total cr hrs + fees + books)</p>	

**STATEMENT OF APPLICATION**

I HAVE READ AND SIGNED THE FINANCIAL AGREEMENT : \_\_\_\_\_

**I understand that approval for education assistance 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.**



**ENDORSEMENTS**

Leader for Officer Development's Feedback: How will this program of study impact the officer's personal goals?

Please offer any helpful insights for consideration.

**Unit Commander's Statement:**

LfOD Initials

*Briefly state your support or concerns for the applicant. Please include in your comments a general description of the perceived benefits for the applicant and the contribution anticipated as a result.*

I do not support

I support with some concerns

I support

I recommend with full support

**Education Committee Review:**

\_\_\_\_\_  
Unit Commander Signature

Recommend

Comments:

Defer (with comments)

Do not recommend

\_\_\_\_\_  
Education Committee Stamp

**APPROVALS**

I do support

I do support

I do not support

I do not support

\_\_\_\_\_  
Territorial ORD Secretary

\_\_\_\_\_  
Personnel 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