

OFFICER EDUCATION ASSISTANCE FORM

INSTRUCTIONS:

Use this form only if you have been approved for a program of study via the Officer Program of Study Application.

1. Complete the form. *(Incomplete forms will be returned)*
2. Attach a copy of your registration invoice, copies of your proof of payment for your registration, books, & associated fees and your grade report for the last courses for which you received assistance.
3. Travel expenses are reimbursed at the same percentage as your approved program (100% Undergraduate/95% Graduate)
4. Email a color scan directly to the Territorial Officer Resource Coordinator.

NOTE: This authorization, when approved by the ORD Department, serves to allow for the drawl of official funds for the current registration.

AUTHORIZATION TO DRAW EDUCATION ASSISTANCE FOR ONE TERM* IN AN APPROVED PROGRAM OF STUDY

I, _____ hereby request authorization to draw funds for the following courses for the
for the _____ 20____ term. This program of study was approved on the following date:

1	Course # & Title	Crd hrs	Cost per credit	Book cost
2	Course # & Title	Crd hrs	Cost per credit	Book cost
3	Course # & Title	Crd hrs	Cost per credit	Book cost

Please indicate using the check boxes below how the expenses associated with this request were paid:

Personal Funds (PF) Expense Advance from Appointment (EA)

Total Tuition:	\$ _____	PF	EA
Fees (as applicable):	\$ _____	PF	EA
Total Books/Materials:	\$ _____	PF	EA
Apprv'd Travel Exps:	\$ _____	PF	EA
	\$ _____		

* Officers are permitted to participate in 2 courses concurrently. Due to the nature of "rolling admissions" many programs encourage or require batching several courses in one registration and is considered one term. This is permissible as long as no more than 2 courses are taken concurrently at any one time.

This form, when approved by the ORD Department, is your authorization to draw official funds. The approved form along with your original receipts should be filed for audit purposes. Copies are sent to the Divisional Officer Development Secretary, Finance Secretary, & Territorial Audit Department.

(ORD Department Use Only)

**Authorization to draw official funds
for actual expense, up to:**

Amount: \$ _____ (_____ %)

Date: _____

Authorized by: _____