

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 must be pre-approved. Amazon Business accounts are not to be used for book purchases
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
	\$			

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.

***Separation:** In the event of separation from active officership, repayment of this authorized reimbursement will commence on a pro-rated basis calculated by the number of months served from the date of the completion of the course (i.e. final grade submitted to THQ) to the date of separation. Please refer to your Financial Agreement signed and to *Section 11 Minute 15, part 1* of the *Finance Minutes* for details.

(ORD Department Use Only)

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

Amount: \$ _____ (_____ %)

Date: _____

Authorized by: _____