

UNION COLLEGE
EMPLOYEE SCHOLARSHIP PROGRAM
(Pre July 1, 2016)

Full time employees can pursue external training opportunities to enhance their skill level and effectiveness and/or to broaden their knowledge and skills for future job assignments.

The Employee Training Scholarship program is intended to reimburse employees and/or departmental budgets, up to \$5,000 per employee per year, for the cost of courses, seminars, workshops, licensures, certifications, etc. which are pursued for the work-related development of the employee. The program does not reimburse for ancillary costs such as travel, hotel or meal expenses, insurance or activity fees, books etc. Some of these costs or fees may be reimbursable by your department.

Employees interested in pursuing training opportunities (courses, seminars, workshops, licensures, certifications, etc.) should submit a brief written proposal, on the attached Request and Authorization Form, to their Supervisor, describing the training opportunity and related costs. Supervisors should forward the approved/denied proposal to the Assistant Director of Financial Services. Each proposal will be considered carefully, in terms of job-relatedness, and a prompt approval or denial will be provided.

Once approved for a Scholarship the expense should be charged to your account number, using a P-Card or the Works System. Forward the Works Transaction Summary and the original paperwork to Financial Services. Financial Services will reallocate the charge to the Employee Scholarship budget. Payment desired in advance will require additional notice but can be made directly to the provider of educational services.

