

PROFESSIONAL DEVELOPMENT FUNDING REQUEST

Wittenberg offers a variety of programs and services designed to help staff achieve professional and personal growth and greater job satisfaction. On-campus training sessions sponsored by Human Resources and the tuition waiver benefit for staff to take classes at Wittenberg are two such programs.

In addition, the university has a *limited* pool of dollars earmarked for tuition grants for degree seeking coursework outside of Wittenberg and for noncredit courses or off campus workshops/ conferences. *Requests for degree seeking coursework funding also require the approval signature of the staff member's respective Vice President.

These funds are intended to supplement other funding sources such as funds that the department might provide or personal contributions that the staff member may make. Funds are awarded in accordance with predetermined guidelines and are available on a first-come, first-serve basis.

Grant awards to attend Workshops/ Conferences are restricted to the cost of the registration fee. Awards are generally limited to a maximum amount of \$400 per person per academic year.

Tuition Grants, in the amount of 80% of the tuition cost, are awarded upon the successful completion of the course.

PLEASE PRINT

Name: _____ Date: _____

Title/Department: _____

Date(s) of Program or Course: _____

1. Course/Workshop Information. *(Please Attach Program Brochure)*

- a. Course Title: _____ Catalog Number _____
Where are you taking this class: _____ Number of Credit Hours _____
- b. Workshop Title: _____

2. Purpose of taking the course or of attending the workshop/conference.

Certification _____ Skill Development _____ * Degree seeking _____ Networking _____
Other (please explain) _____

3. Costs

Registration Fee: _____
Tuition and Fees: _____
Amount of funding requested: _____

4. Signatures

Applicant Signature: _____

Supervisor/Department Chair Approval: _____
Date

*Vice President Approval: _____
Date

FOR HUMAN RESOURCES/ACCOUNTING USE ONLY

Signature for Approval: _____ Amount: _____

Account Number: _____ Date: _____