



**(U) Consolidated Nuclear Security Pantex
Application for Educational Assistance**
(Reference WI 02.04.01.15.01)

Name: _____ Badge: _____ Mail Stop: _____

Current Job Title: _____ Educational Institution: _____

Degree Sought: _____ Current Semester: _____

Course Name	Course Number

NOTE: If courses are degree based, degree program must be attached or be on file with the educational assistance administrator. Requests for reimbursement (PX-80 with receipts and grades) must be submitted within 60 days of course completion, or employment start date for Student Pre-hires, to be considered.

Eligibility: (Check only one of the following eligibility criteria)

- A. Course(s) are related to the employee’s current position, to another position within the Contractor’s organization to which the employee may reasonably be moved, or part of a degree program with a direct relationship to the employee’s career path.
- B. Staff Utilization Student Pre-hire Program: Course(s) are related to a degree program required as a condition of my employment.

I will/will not (circle one) need to use a Consolidated Nuclear Security, LLC (CNS) computer system for school work. I understand that my use of a CNS computer system for school work will be done on my own time outside of working hours and only for the course(s) or degree listed above. The above course(s) will not be taken during my regular working hours.

I understand that tax laws change from time to time, and that I am required to pay taxes on any amount over \$5,250.00 for my Educational Assistance. Student Pre-hires are governed by the limits and agreement in the Educational Assistance Employment Commitment, PX-5616.

I understand that Financial Assistance under this Program is 100% of the cost of tuition, laboratory fees, other fees directly related to enrollment and required textbooks. I also understand that if I “drop” any course(s), or receive an “incomplete” or a non-passing grade (below a “C”) and/or voluntarily terminate my employment with CNS during the term of the above course(s), then, in any such event, either (1) I will receive no reimbursement of costs for such course(s) or (2) I will repay CNS for all upfront payments for such course(s) that, because I am a pre-settlement participant, were made on my behalf.



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Pre-settlement participants agree to submit an itemized paid invoice along with a completed PX-80 and final grades following each term (fall term paperwork must be submitted before the end of the payroll year) prior to the next term.

I am aware that any financial assistance derived from participation in this Program is voluntary, and I do not hold CNS liable for any reimbursement other than the stipulated refund. In connection with the Educational Assistance, I expressly authorize CNS to deduct from my current or future wages any tax withholding or repayment obligation to CNS and any overpayment of money to me by CNS as a result of clerical or administrative error, or otherwise.

I understand and agree that upon completion of CNS reimbursed education, including tuition, fees, textbooks, subsistence, salary and other related expenses, CNS requires Employees to complete a service requirement at a minimum of two (2) times the length of the educational period. CNS shall make reasonable efforts to recoup education and related expenses when an Employee fails to fulfill the service requirements. In the event I fail to fulfill the aforesaid service requirement, I agree to repay CNS, through payroll deductions or otherwise, the full amount of financial assistance paid by CNS to me or on my behalf under this Educational Assistance program.

Signature of Applicant / Date

Management Approval: I have reviewed this application and agree with the eligibility criteria selected above.

Department Manager/Sr. Manager /Date Director/Sr. Director/Division Manager / Date

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Educational Assistance Committee Approval:

Educational Assistance Administrator / Date

Human Resources Representative / Date

Committee Management Approval / Date

Degree: _____	
<input type="checkbox"/> APPROVED	<input type="checkbox"/> Not APPROVED
<input type="checkbox"/> On File (Approved)	<input type="checkbox"/> Not Required

Comments:

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