B&W PANTEX

Request for Educational Assistance Reimbursement

(Reference WI 02.04.01.15.01)

Instructions:

Note: Requests for Reimbursement (with receipts and grades) must be submitted within 60 days of course completion, or employment start date for Student Pre-hires, to be considered. If a problem arises where receipts, grades or other needed documentation cannot be obtained in a timely manner, the Educational Assistance Office must be notified (in writing or in person) within the 60 days window defined above. In addition, an approved PX-266 must be submitted prior to reimbursement.

Complete Part 1: All students complete this section.

Complete Part 2: Acknowledge the type and dollar amount of additional Educational Assistance (Other than Pantex assistance) received (If none, 0.00 must be entered). Sign and date the acknowledgement.

Submit Completed PX-80 (pg 2) with official receipts and official grade reports to the Educational Assistance Administrator. Incomplete forms/ receipts/ reports will not be processed and will be returned to the employee for completion.

Definitions:

Official receipts must identify the student by name or ID and include a complete breakdown of fees, tuition, monetary assistance, discounts, and evidence of payment. Book receipts must show cost and payment.

Official grade reports must be issued by the Educational Institution and show name or ID and specific identification of courses and grades received.

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PART 1:

Name _____ Badge No. _____ Job Title _____

Name of School _____ Mail Drop _____

I hereby apply for reimbursement for the following approved course(s):

1. _____ 3. _____

2. _____ 4. _____

Total Tuition & Fees (per semester) >>>>>>>>> $ _____

Required Textbooks (Cost and Course Number for which book was purchased)

_____ $ _____

_____ $ _____

_____ $ _____

_____ $ _____

Total (Tuition, Fees & Books $ 0

Note: After entering Tuition, Fees and Text Book Costs, right-click on the left edge of *Total (Tuition, Fees & Books)* value and select "Update Field" to calculate the Total.

PART 2:

EMPLOYEE-STUDENT CERTIFICATION

I understand that any educational assistance, other than Pantex assistance, (specifically for tuition, fees, and books) to which I am receiving must be acknowledged at the time of this application for reimbursement. Omissions will be treated as falsification of records.

Other than Pantex assistance, I am receiving the total amount of (Enter "0.00" if none is being received) $_____:

Check all applicable source(s) of assistance.

☐ Federal or State Assistance ☐ Scholarship ☐ Grants ☐ College discount

Date _____ Signature _____

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PART 3: **** OFFICE USE ONLY ****

Name _____ Badge Number _____

is approved for participation in the Educational Assistance Program in connection with pursuing the course of study described in the application.

SUMMARY OF ALLOWABLE EXPENSES

		S	
Amount of Reimbursement received year-to-date, excluding this PX-80:			
Tuition and Fees: (Includes all allowed Tuition and Fees)			
Text Books: (Includes all Textbooks for approved courses)			
Less Other Assistance: (Deducts other funds received directly for Tuition, Fees and Books			$ -
Subtotal of Allowed Expenses: (Tuition, Fees, Books, less other assistance)			$ -
Amount paid to the Educational Institution for the employee (Sponsored Programs)			$ -
New Payroll Year-to-date Grand Total:			$ -
Annual Amount Remaining ($5,250 Allowed):			$ 5,250.00
+	**Net amount to be <u>reimbursed to Employee</u> for this PX-80:**		$ -
-	**Amount <u>owed by employee</u> to B&W for <u>sponsored programs only</u>:**		$ -

Unallowable expenses (i.e., late fees)

Approval based upon acceptable documentary proof is attached.

_____
Educational Assistance Administrator Date

_____
Committee Management Approval Date