

# Florida Conference Educational Assistance Program









## Purpose

Financial assistance may be available to eligible full-time employees to encourage professional/vocational development related to the conference's overall operations, activities and objectives.



Eligibility is based upon an employee's job description and length of service and availability of funding within the conference budget.

## Application Process

-  Obtain an application from the Florida Conference Human Resources Department.
-  Complete the form and obtain your supervisor's signature.
-  Attach a course or degree outline.
-  Attach confirmation that your college is accredited.
-  Submit all application materials to the Human Resources Department.
-  If you are seeking a degree, the Educational Assistance Program application form only needs to be completed once.
-  If you are not seeking a degree, you will need to complete the preapproval process prior to each course start date.
-  You will receive written notification from the Human Resources Department informing you of funding approval/denial.

## Notice of Course Completion

Upon successful completion of a preapproved course, you must complete and submit an Educational Assistance Reimbursement Form to the Human Resources Department (Forms are available at <http://www.inside.flumc.org>). Original documentation verifying successful course completion, with the grade received, and original receipts indicating the cost of tuition and required textbooks must be attached.

To be eligible for reimbursement, you must be employed with the conference on the date you submit your completed reimbursement form along with all required documentation to the Human Resources Department.

## Reimbursement Schedule

The conference will reimburse employees for a percentage of the cost of tuition, books and lab fees for approved courses. The amount will depend on the number of those seeking reimbursement and funds budgeted per calendar year. You must receive a grade of "C" or "pass" in a pass/fail course to be eligible for any reimbursement.

**Note:** There may be instances where employees do not qualify for federal tax exemption due to IRS tax code restrictions.





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Florida Conference Human Resources Department  
863-688-5563, extension 173

