

BROOKVILLE CENTER FOR CHILDREN'S SERVICES, INC.
Training and Workforce Development Department

TUITION INCENTIVE APPLICATION
APPLICATION FOR: FALL /SPRING /SUMMER SEMESTER – 2016
(CIRCLE ONE)

FOR QUESTIONS CONTACT: LAURA FRANZEN 293-1111 X5621; JASON PERSAN 293-1111 X5363

Employee Information: All fields must be completed	
Name:	Program/Department:
Home Address:	Schedule: No. of hours scheduled per week:
Job Location:	Position:
Hire Date:	Daytime Telephone No.:
	Email Address:
College/School Information: All fields must be completed	
Course(s) to be taken this semester:	
Intended Degree and Major:	Status in College/School (please check one): <input type="checkbox"/> P/T <input type="checkbox"/> F/T <input type="checkbox"/> Non-matriculated
Name of College/School:	#Credits this semester: _____
Relevance of intended major to BCCS: _____ _____ _____	
Are You Receiving Any Other Form of Tuition Assistance? No _____ Yes _____ If yes, please specify:	Total amount of awards, scholarships, grants, etc. (not including loans): _____
<p><i>As a condition of receiving tuition assistance, I agree to remain in the employ of Brookville Center for at least one year from the date of the last payment I receive or I will be subject to repayment to the Center the total amount of tuition incentive monies received from Brookville Center.</i></p>	
Employee's Signature:	Date:
Program Director's Signature: _____ APPROVED _____ NOT APPROVED/REASON	Date:

**PLEASE COMPLETE ALL INFORMATION & RETURN THE APPLICATION AND THE REIMBURSEMENT POLICY ACKNOWLEDGEMENT TO LAURA FRANZEN
 PLAINVIEW MAIL DROP # 37 OR FAX 516-470-9056**