



# Application for Annual Education Attainment Supplement

Employee: \_\_\_\_\_

Degree beyond job requirement recently earned:

- Associate \$250                       Master \$750
- Bachelor \$500                       Doctorate \$1,000

Date degree was awarded: \_\_\_\_\_

Please summarize the degree's relevance and contribution to your current role at the College:

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**Attach official transcript**

Employee's Signature: \_\_\_\_\_

**Forward to Human Resources once complete**

Human Resources Verification:	(    ) Degree attainment is beyond position requirement	
	_____	Date
	Director of HR Signature	
Supervisor's Approval:	(    ) Approved	
	(    ) Not Approved	
	_____	Date
	Supervisor's Signature	
President's Approval:	(    ) Approved	
	(    ) Not Approved	
	_____	Date
	President's Signature	