



**Technical & Field Engineering, Inc.**  
 5220 Woodside Executive Court  
 Aiken, SC. 29803-6591  
 803-642-9998  
 800-232-3703  
 Fax 803-641-0802

## REQUEST FOR EDUCATIONAL ASSISTANCE

To be eligible for educational Assistance, you must be a regular full-time employee with one year of service time. Reimbursement is limited to six credit hours (or the equivalent) each semester or quarter and the employee must achieve at least the minimum grade established by the institution as satisfactory. Books and parking permit fees are not included in Direct Academic fees

### PART A – COMPLETE PRIOR TO REGISTRATIAON FOR COURSE(S)

Name	Employee ID#	Date
School	Charge No.	Invoice #
Term (From/To):	FOR ACCOUNTING USE ONLY	
Level	<input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Other	
Course of Study	Credits Accumulated	Credits Required

Degree Sought

Description of Course(s) to be taken				
Title	School Code	Credits	Time	Charge(s)
#1				
#2				
#3				
Totals				

Describe how the course(s) relate(s) to your job and your objectives in taking the course(s)

Employee's Signature	Supervisor's Approval	Corporate Office Approval
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### PART B – REIMBURSEMENT REQUEST (Complete upon receipt of grade) Date

Course Number from Above:	Grade	Credits	Charge(s) \$	Proof of payment to Educational institution and proof of grade must be attached before reimbursement will be made.
#1				
#2				
#3				

Comments on Course(s)

#### Reimbursement Agreement

I agree that, if I voluntarily resign my position at TFE, I will reimburse the Company for educational assistance payments I have accepted in the 12-month period preceding my resignation. I hereby authorize the company to apply any wages, salary, bonus, commission, accrued vacation pay, expense reimbursement, or other compensation owed to me and apply such amount against any outstanding educational expenses owed by me to TFE at the time my employment terminates, unless the company and I have agreed in writing to another manner of repayment

Employee's Signature	Supervisor's Approval	Corporate Office Approval
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