



Middlebury

APPLICATION

FOR

CONTINUING EDUCATION FUND (CEF)

EMPLOYEE:

Name: _____ Date: _____

Department: _____

How long have you worked here? _____ Are you a benefits eligible staff member? Yes No

SCHOOL / PROVIDER REQUIREMENTS: (The provider must be accredited by US Dept. of Education and the course must provide academic credit or a certification to be eligible. A certificate of completion alone does not qualify.)

Name of School/Provider: _____

Is the Provider accredited? (see definition below) Yes No Not Sure

Will you earn academic credit from the course(s)? Yes No

Higher education accreditation is a type of quality assurance process under which services and operations of post-secondary educational institutions or programs are evaluated by an external body to determine if applicable standards are met. For more information on accreditation in the United States, please visit: <http://www.ed.gov/admins/finaid/accred/index.html>.

COURSE(S):

	NAME OF COURSE(S)	NUMBER OF CREDITS (IF NO CREDIT, INDICATE 0)	COURSE FEE	START DATE:	END DATE:
1					
2					
3					

TUITION / FEES:

Total Course Fees: \$ _____

Registration Fee: \$ _____

TOTAL: \$ _____

Note: Additional Fees such as books, materials, library fees, student fees, lab fees, technology fees, Canadian taxes, etc. are not covered by the CEF Benefit

Additional Comments: _____

Employee Signature
(electronic or written)

Signature _____ Date _____

Instructions: Send completed form to Human Resources using one of the following methods:

- 1) Save document and send as an email attachment to Courtney Conrad: cconrad@middlebury.edu.
or
- 2) Print and mail to: Continuing Education Fund, Human Resources, Marble Works, Suite 102

Continuing Education Fund: (go/cef)

The Continuing Education Fund is available for the benefit of Middlebury College employees who are interested in continuing their personal and/or professional development. Through this fund, Middlebury College provides support to eligible staff who wish to enroll in credit-bearing courses from an accredited program or institution.

Employee Eligibility

- Staff currently employed by the College in a full-time position or in a part-time benefits-eligible position and having completed one year of employment in an eligible position at the time of the fund request.
- Eligible full-time staff may receive up to \$5,000 per calendar year (pro-rated for part-time employees) from the Continuing Education Fund for tuition and registration costs for approved classes, courses or (see below).

Eligible Courses, Classes or Programs

- Eligible courses, classes or programs include credit-bearing classes from accredited institutions.
- Continuing Education Funds provide for tuition and registration fees only. Costs for books, taxes, library fees, technology fees, exam fees or other fees are not covered by this fund.
- Courses/classes do not necessarily have to be related to the employee's current position with the College and do not necessarily have to be part of a degree or certificate program.
- Workshops or conferences are not covered by the Continuing Education Fund. If the workshop or conference is directly related to the employee's current position, it may qualify instead for the Staff Development Fund. See [Staff Development Fund](#).

Conditions and Application Process

1. A separate application must be submitted for each semester.
2. Applications must be submitted in advance for approval four weeks prior to the start of the course or class.
3. Applications must be approved by Human Resources to determine eligibility of the employee and the program for which funding is requested.
4. If approved, the applicable amount will be paid directly to the institution or program by Middlebury College. Funding or payment as reimbursements will not be made. Funds will not be given directly to the employee.
5. The staff member is required to submit to Human Resources documentation from the institution proving completion of the class/course. In cases where the individual has not completed a class/course for which he or she received CEF funding (in whole or in part), Human Resources may require that the individual can be eligible for future CEF funding only on a reimbursement basis after showing proof of completion. This will be at the discretion of Human Resources, which administers the Continuing Education Fund program.