

FACULTY/STAFF COURSE ENROLLMENT APPLICATION

PF3.7

Employee Name

Job Title

Employee ID

Department Name

1. COURSE INFORMATION (Fee statement must be attached.)

Payment is applicable only for the course approved. A new PF3.7 form must be completed if a different course is substituted. Payment will not be made a second time for the same course except when the course was officially dropped due to medical causes or at the request of the supervisor.

Course Name & Number

Meeting Days & Times Semester Credit

Semester/Year Lamar Campus

2. ABSENCE FROM WORKSTATION

Approval of course enrollment benefits does not constitute approval to be absent from assigned duties during normal working hours. By indicating "No" and signing below, the employee and all supervisors and administrators certify that this enrollment will not interfere with normal duties and responsibilities. An employee answering "Yes" must attach a written justification and a revised work schedule.

Absence Required: Yes No

Employee Signature Date

Yes No

Account Manager Signature Date

Yes No

Dean/Supervisor Signature Date

3. EMPLOYER PAYMENT UNDER EMPLOYEE EDUCATION AND TRAINING PLAN

Employee may request that Lamar pay for this course enrollment. By indicating "Yes" and signing below, the employee and all supervisors and administrators certify that enrollment is in accordance with the Employee Education and Training Plan which requires that the course will maintain or improve the skills required for the employee's current job or a required course leading to an undergraduate degree. If the course is a graduate level course, then the employee's supervisor must attach a brief justification indicating how the course content is applicable to the employee's current job.

Payment Requested Yes No

Employee Signature Date

Hire Date FTE%

Job Related Memo Required from Supervisor Yes No

Account Manager Date

Required Course for Degree Yes No

Dean/Director Date

Benefits Eligible Yes No

Human Resources Office Date

Payment Approved Yes No

Vice President-Academic Affairs Date

APPLICATION IS NOT VALID UNTIL ALL SIGNATURES HAVE BEEN OBTAINED. THE EMPLOYEE MUST TAKE THE COMPLETED APPLICATION ALONG WITH THE FEE STATEMENT TO THE FINANCIAL AID OFFICE FOR PROCESSING.