

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

**TUITION INCENTIVE APPLICATION**  
**APPLICATION FOR: FALL /SPRING /SUMMER SEMESTER – 2019**

**(CIRCLE ONE)**

**FOR QUESTIONS CONTACT: LAURA FRANZEN 293-1111 X5621**

<b>Employee Information: All fields must be completed</b>	
Name:	Program/Department:
Home Address:	Schedule: No. of hours scheduled per week:
Job Location:	Position:
Hire Date:	Daytime Telephone No.:
	Email Address:
<b>College/School Information: All fields must be completed</b>	
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: _____
In a couple of sentences please explain how you intend to use this degree at 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): _____
<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>	
Employee's Signature:	Date:
<b>Program Director's Signature:</b> _____ APPROVED _____ NOT APPROVED/REASON Please circle applicable approved CFR job code: 218, 332, 333, 335, 321, 322, 323, 515, 502	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**