

# APPLICATION FOR STAFF TRAINING AND DEVELOPMENT ASSISTANCE

Macalester College encourages its staff members to broaden their educational background and/or training inside and outside the institution. Interested full and part time benefit eligible staff should follow the instructions below: All Faculty Training is approved through the Provost's Office.

## ACTIVITY INSIDE MACALESTER

With supervisor approval, a staff member may enroll in courses in the College curriculum, one course per semester; private music lessons excluded. Staff members who are NOT seeking a degree from Macalester are considered special students and MUST obtain a signature from an Instructor. Degree-seeking staff members must follow regular student registration procedures in addition to completing this application.

Time must be made up if the class is during regular work hours and is not job related or if employee is not full time.

## ACTIVITY OUTSIDE MACALESTER: Courses/Training/Seminars

A staff member may receive financial assistance for a course, seminar, or workshop that relates directly to one's job and is not available within the College. Eligible reimbursement is up to \$500 per semester/\$1000 per fiscal year. This is not a guaranteed benefit. If budget dollars are exhausted, requests will be denied.

Complete application, obtain supervisor's approval and signature of instructor if applicable. Return application to Human Resources **two weeks prior** to registration at the College or for disbursement of College funds. Late applications will be denied.

If requesting College funds, you must submit a paid receipt, unpaid statement including documentation on whom the check should be payable, including complete mailing address. Documentation must also be attached that briefly describes the course, training or seminar.

**Incomplete applications will be returned.**

Name \_\_\_\_\_ Position \_\_\_\_\_ Dept \_\_\_\_\_

COURSE DIRECTLY RELATES TO JOB: YES  NO  FULL TIME  PART TIME  FTE \_\_\_\_\_ MAC ID: \_\_\_\_\_

Title, # of course, seminar or workshop \_\_\_\_\_ Cost, if any \_\_\_\_\_

Macalester Course  Outside  \_\_\_\_\_

Dates of offering \_\_\_\_\_

Where/Location offering \_\_\_\_\_

(Macalester Courses only) Citizenship: U.S.  Other  Please specify: \_\_\_\_\_ Date of Birth \_\_\_\_\_

Grading Option: Credit (letter grade)  Credit (S/D/NC)  Audit (no credit)

### CHECK INFORMATION:

Name: \_\_\_\_\_ Address \_\_\_\_\_

**PARTICIPATION IN THIS COURSE WILL NOT ADVERSELY AFFECT THE PERFORMANCE OF MY DUTIES AT THE COLLEGE AND I WILL COMPLY WITH ALL COLLEGE REGISTRATION PROCEDURES.**

Signature (Applicant) \_\_\_\_\_

Date \_\_\_\_\_

Approved (Supervisor) \_\_\_\_\_

Date \_\_\_\_\_

Approved (Human Resources) \_\_\_\_\_

Date \_\_\_\_\_

Instructor (if Macalester Course) \_\_\_\_\_

Date \_\_\_\_\_

**FOR HUMAN RESOURCES USE ONLY**

Copies To:  Academic Office  Cashier's Office  Employee  Supervisor  Employee File

07/2006