



MIDWESTERN STATE UNIVERSITY

Staff Employee Education Incentive Program Application

Application Deadline: Date of relevant semester's final day of registration

Please return the form to Human Resources - Hardin 210 or email the completed form to Ivon.Mendoza@msutexas.edu

Employee Name: _____ Date: _____

Title/Dept: _____

Mustang ID#: _____

Please accept my application to participate in the MSU Staff Employee Educational Incentive Program as described in [OP 52.88](#).

Reimbursement is requested for courses taken during the following semester/term:

Semester: Fall Spring Summer I Summer II Year: _____

Note: Participation is limited to maximum of six (6) credit hours each regular semester and three (3) credit hours during each of the summer terms. Participation is limited to no more than eighteen (18) credit hours per school year.

I will be enrolled in the following course(s):

Course ID	Course Titles	Class Days	Time

If you are taking a 3-hour course during on-duty time, this time missed will be made up during the same week in the following manner:

X _____
Employee's Signature Date

X _____
Supervisor's Signature Date

The employee will receive an acknowledgment email from the Human Resources Department. Please notify the HR Department if acknowledgment is not received within five (5) working days after submission of the application.

Note: The MSU Staff Educational Incentive Program is provided under Section 117(d) of the IRS Code. Graduate course reimbursements will be subject to deduction and reporting for federal income tax purposes.