

Indiana University Department of Physical Plant Funding Approval for Ivy Tech Courses

EMPLOYEE SECTION

I, _____, request funding approval by the IUB Physical Plant for the Ivy Tech course (Title) _____ which I will be taking during
___ Fall Semester ___ Spring Semester ___ Summer Year 20__.

Class Start Date: _____ Class End Date: _____
Class Time: _____ Number of Days class meets each week: _____
Any past Ivy Tech courses taken? If yes, what courses and final grade?

IU Physical Plant will pay tuition and fees up front for all approved employees. I understand that if I am unable to complete the FULL course or if I am unable to earn a grade of a **C** or better, the IU Physical Plant will bill me to reimburse IU for all costs incurred for tuition, lab fees, books and instructional materials required by the instructor. I must present official documentation of my final grade to the Training Office within 30 days from the end of the course in order to participate in this program in the future if offered. I estimate the required expenses to be

Tuition	_____	
Books	_____	
Lab	_____	
Fees	_____	
Other (list)	_____	
	_____ \$	_____ Estimated Total

I also agree to release course information to the Physical Plant, Development Office.

Employee Signature _____ Date _____
Employee Address _____
Employee Identification #: (located on your pay advice slip) _____

SUPERVISOR SECTION

I, _____, certify that the above course is **relevant** to current job requirements, or to a career track in the employee's current field, or to a related field within the Physical Plant.

(Signed) _____ (Date) _____

DIVISION HEAD SECTION

I authorize payment to Ivy Tech, with IU funds, for the above-named employee under the conditions stated.

(Signed) _____ (Date) _____

TRAINING & DEVELOPMENT COORDINATOR

Reviewed and approved _____/disapproved _____. If approved as one of the first six approved forms received at the IU Physical Plant Training Office, IU will prepay your tuition, fees and books. However, you are responsible for paying for tools, calculators, blank discs, etc.

(Signed) _____ (Date) _____
Cathy Wyatt, Coordinator of Development