

**Instructions:** Please complete the employee portion of this page.

Name		Hire Date	Employee No.
SS#	Business Phone #		Home Phone #
<b>BJC Learning Account - deduction per pay period</b>		<ul style="list-style-type: none"> <li>• Minimum deduction is \$5 per pay period</li> <li>• After tax</li> </ul>	
Entity		Department	
I am a benefits eligible employee: <input type="checkbox"/> FULL-TIME <input type="checkbox"/> PART-TIME		Have you received a formal disciplinary action within the last 6 months? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Type of Eligible course expenses		Course expenses NOT covered	
<ul style="list-style-type: none"> <li>• Individual, credit - generating courses offered by an accredited institution plus books and required fees</li> <li>• Certification courses</li> <li>• Professional certification and qualifying exams</li> <li>• Remedial courses</li> <li>• Language courses</li> <li>• Distance learning: courses computing online programs of study</li> <li>• Non-credit, career-related educational activities: workshops or seminars not normally paid for by BJC</li> </ul>		<ul style="list-style-type: none"> <li>• Hobby or handcraft courses</li> <li>• Mileage reimbursement</li> <li>• Computers</li> <li>• Equipment unless required by the course and pre-approved by BJC</li> <li>• Day care while employee attends class</li> <li>• Food and travel</li> <li>• Voluntary fees</li> <li>• Dollars provided by a BJC scholarship or other type of financial aid (Scholarships, Grants, Loans)</li> </ul>	
Signatures			
Employee		Date	
Human Resources Department Use Only			
Human Resources		Date	<input type="checkbox"/> Approval <input type="checkbox"/> Denial

**Please keep a photocopy of this form for your records and turn in original to: HUMAN RESOURCES**

**To be eligible for the BJC Learning Account match an employee must meet ALL of the following criteria:**

- **Regular full-time or a regular part-time benefit eligible employee**
- **Benefit eligible employee for more than 6 months prior to application**
- **No formal disciplinary action within the last 6 months**