

MICHIGAN PUBLIC EMPLOYEES, SEIU LOCAL 517M
HUMAN SERVICES SUPPORT BARGAINING UNIT

EDUCATIONAL DEVELOPMENT FUND APPLICATION FORM

This form must be completely filled out in order to be eligible for reimbursement.

| | | | |
|---|---------------------------|------------------|----------------|
| Name: | Work Phone: () | | |
| Home Address: | | | |
| City: | State: | Zip Code: | |
| Employee Identification Number: | Work Location: | | |
| E-mail: | Department: | | |
| Type of reimbursement requested (Circle one): | Conference | or | Tuition |
| Date of Hire Into Bargaining Unit: | | | |
| Conference or Course Description: | | | |
| Dates of Conference or Term of Course: | | | |
| Dollar amount requested from Fund (maximum \$500 per fiscal year): | | | |
| Dollar amount reimbursed from other source(s): | | | |
| By signing this form I hereby agreed to all of the terms and conditions the HSS Educational Development Fund criteria listed on the back of this form. Tuition reimbursement is available only to employees who agree to continue employment with the State of Michigan for a minimum of one year. I understand that this does not represent a guarantee of employment on behalf of the Union or the Employer. I certify that all information furnished in this application is correct. | | | |
| Signature: | Date: | | |

**MICHIGAN PUBLIC EMPLOYEES, SEIU LOCAL 517M
HUMAN SERVICES SUPPORT BARGAINING UNIT
EDUCATIONAL DEVELOPMENT FUND CRITERIA**

- 1) The Educational Development Fund (EDF) will provide reimbursement of approved expenditures up to a maximum of \$500.00 per Fiscal Year for college course credits and non-degree programs such as professional seminars, conferences and continuing education credits. Certification requests will only be approved if course work is required for the certification. Reimbursements shall be limited to attendance in the United States of America and/or Canada.
- 2) Applications for EDF reimbursement of amounts less than \$50.00 will not be approved.
- 3) Training that is required by the Employer will not be considered for reimbursement.
- 4) Conference/seminars/courses pertaining to non-accredited correspondence courses will not be considered for reimbursement. The Department of Civil Service maintains a list of non-accredited schools at this website:
http://www.michigan.gov/documents/Non-accreditedSchools_78909_7.pdf.
- 5) Tuition reimbursement (when a course is taken for credit and a grade from an accredited university, virtual university, college, or community college) is available only to members who agree to continue employment with the State of Michigan for one year after completion of the course. By signing the EDF Application Form, a member who receives reimbursement from the fund who leaves the bargaining unit within one year of completing the course agrees to reimburse the State of Michigan by direct payment or hereby authorizes a deduction from their last pay warrant for the reimbursed amount.
- 6) Tuition reimbursement shall be limited to those costs associated with tuition, registration, and lab fees. The costs of books, materials, transportation, lodging, meals, and miscellaneous expenses are not reimbursable.
- 7) A brief letter concerning the quality of the training and how your career was advanced by your attendance shall be submitted along with your original receipts for reimbursement.
- 8) In order to qualify for reimbursement through EDF, the applicant must have status in the bargaining unit and be a bargaining unit member at the time of completion of the training.
- 9) All required receipts shall be submitted to the SEIU Office within 45 days of the completion of the training. Failure to comply will cause forfeiture of the applicant's previously approved EDF.
- 10) The EDF Coordinator shall have a minimum of 10 working days to respond to all EDF reimbursement requests, from the date the application is received in the SEIU Office.
- 11) The EDF Committee reserves the right to revise these criteria when deemed necessary.

****It should be emphasized that each request will be reviewed within the context of these criteria on a case-by-case basis. Contact EDF Coordinator at Office: (313) 456-2911; Fax: (313) 456-2915; Email: hssdivision@aol.com***



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EDUCATIONAL DEVELOPMENT FUND APPLICATION PROCEDURE

1. Fill out the HSS EDF application form completely.
2. Include a copy of the course description.
3. Send the form and description to:

EDF Coordinator
SEIU Local 517M, HSS Division
P.O. Box 02310
Detroit, MI 48202
4. Submissions should be made at least 10 working days prior to the start of the course.
5. Within 45 days of training, submit the following information:
 - A. Original receipts for tuition, registration and lab fees paid.
 - B. Grade report or proof of successful completion.
 - C. A description on how the conference or course has helped your educational development.

(Failure to adhere to the 45-day time frame will be cause for the cancellation of previously approved funding.)