

Please complete all of the information requested on this form and **submit to your department head no later than 2 weeks prior to registration**. You must **include a copy of the course description and verification of cost from the school**. Once you have completed the course (s), submit the bursar's receipt and course grade to the Human Resources Department for reimbursement.

Name:	Location and Department:	Date of Hire:
Employee #	Position:	Work Phone:

Name of School or Institution:

I plan to take the following courses, which I believe are related to my work at Univision.

COURSE NUMBER	COURSE TITLE AND DESCRIPTION	SCHEDULE (Start and End Dates, time of meeting, other time requirements)
1.		
2.		
3.		
4.		
5.		

RELATION TO DEVELOPMENTAL GOALS AND WORK ACTIVITIES:

Please explain how you believe the courses listed above relate to your developmental goals and work at UNIVISION.

DEGREE SOUGHT

- 2 Year Degree
 4 Year Degree
 Graduate Degree
 Prof. Certification
 Job related course

List area of concentration:

*If pursuing a degree, indicate area of concentration and approximate graduation date:

COMPLETED EDUCATION

- High School Diploma
 2 Year College Degree
 4 Year College Degree
 Graduate Degree
 Other

List any other educational courses you have completed; you may also give any necessary explanation here about degree or non-degree courses or programs you have completed.

_____ 200_____ Semester Expected Cost (Enter semester and year attending)	
	ESTIMATED
TUITION	\$ _____
REGISTRATION FEE	_____
OTHER FEES <small>(explain)</small>	_____
	\$ _____
TOTAL	_____

For Human Resources Use Only
REIMBURSED
\$ _____

\$ _____

Date: _____

I certify that the above information is correct. If the courses are approved, I understand that I will be reimbursed in accordance with the provisions of the Unvision Educational Assistance Program. I also understand I am not entitled to reimbursement unless I am actively employed by the Company. I further understand that educational assistance payments may be reported on my W-2 as taxable income to the IRS and may be subject to appropriate Federal and State income and payroll tax withholding. You should be aware that the decision to report reimbursement for expenses is not conclusive as to deductibility. In such cases, you should contact your own tax adviser regarding application of the tax rules to your individual situation. You are also advised that IRS tax audits may not agree with the company determination of tax applicability. Should any discrepancies arise, you will be responsible for back taxes and interest owed.

Applicant's Signature

Department Head Approval

General Manager/Business Manager/Controller Approval

Corporate Human Resources Approval

HUMAN RESOURCES USE ONLY

Date course completed:

Company check issued

Date:

Amount: