



## Application for Continuing Education Assistance (CEA)

**Instructions: Employees must complete Part A of the application and submit to HR prior to enrolling or paying for any courses, training, exams, etc. Once approved, employee may enroll. To complete reimbursement submit proof of completion and receipts to HR.**

### Part A – Employee Information

Employee Name: (First, Last)	Date:
Position Title:	Length of Employment:
Type of Request:	Name of Course or Exam?
Will you receive credentials, licensure, or privileges? If yes, please provide details?	
Start Date:	End Date:
Total Course Fees:	Amount of Request:

**DISCLAIMER**  
*The current reimbursement benefit is not subject to federal income tax. In some states, tuition reimbursement benefit is subject to state tax when the course is not job related. If this applies, 9Line LLC will withhold state income tax from your tuition reimbursement benefit.*

Employee Signature:

### Part B – HR and Accounting

HR Approval:	Proof of Completion Received/Verified:
Total Amount Approved for Reimbursement:	Remaining CEA Benefit for Calendar Year: