

VALASSIS	EDUCATION ASSISTANCE PROGRAM INITIAL DEGREE RECORD FORM
Policy: CB03	Effective: 07/28/08
Policy Owner: Human Resources	Version: 1.0

This form must be completed and submitted as the first step of approval for Educational Assistance. The purpose of this form is to document the entire program which the associate wishes to pursue. Valassis associates should submit to their local HRM. Valassis Shared Mail and Valassis Sales and Marketing Associates should submit to Gillian Dudley in Windsor.

Associates must also submit an Education Assistance Application form prior to the start of each semester/quarter to indicate which course(s) is being taken during that semester/quarter.

Associate Name:	Title:
Department:	Hire Date:
Type of Degree:	Major/Minor:
School Name:	
City & State:	
Number of credits required for graduation:	
Number of credits earned so far:	
Tentative Completion Date:	
What is the business justification for the degree or courses being pursued?	
How does this relate to the associate's current position?	

Record ALL courses below that are required for the program being pursued	For HR Use Only				
	Grade	Tuition	%	Amount Paid	Date Paid

* Course list from College may be attached.

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Associate Signature

Date

Immediate Leader Signature

Date

Immediate Leader Printed Name

Functional Vice President Signature

Date

This course record has been reviewed by human resources and it has been determined these classes are considered "work related" and will be covered at 80% (tuition, registration & lab fees) up to a maximum of \$4,000 per calendar year for undergraduate courses and \$5,250 for Masters or Ph.D. courses. Applicable documentation must be provided.

This course record has been reviewed by human resources and it has been determined these classes are not "work related" and will not be covered under the tuition reimbursement program.

HRM/Talent Management Signature

Date