



St. John's United

EDUCATION REIMBURSEMENT INFORMATION

The St. John's Foundation Education Reimbursement Program

This reimbursement program is made available through the generosity of donors to the St. John's Foundation. The Foundation commends and wishes to encourage those St. John's staff members and their dependents who commit themselves to personal and career growth. The financial support we offer is intended for educational opportunities that benefit future career advancement of the recipient.

Available Reimbursements

These reimbursements will be awarded to employees of St. Johns United who have been employed for a minimum of six months and are in good standing. Employees must have worked a minimum of 500 hours within the last year. Employee's dependent or spouse would be eligible to apply and may be considered. SJU employees will have preference.

- **5 @ up to \$1,500 (per semester) - St. John's United Foundation Education.** Any employee who meets the above eligibility criteria may apply.

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Reimbursement Distribution

- Reimbursements will be distributed directly to the employee after successful completion of the fall semester or quarter at an accredited university, college, or other institution.
- Recipients must show official proof of payment of tuition, fees, and/or books to be eligible for reimbursement.
- Recipients must provide an unofficial copy of their transcript demonstrating a cumulative GPA of 2.75 or higher. If considered certification, must provide proof of successfully completing and passing certification. Recipients will be reimbursed in a timely manner at the discretion of the Foundation.

Recipient Selection

- All applications will be reviewed to determine the most qualified recipients. Applicants will be asked to come in for an interview regarding their reimbursement request.
- Funds are limited. Meeting eligibility requirements does not guarantee that an applicant will receive a reimbursement.
- Recipients will be notified of reimbursement by email.
- Recipients are expected to send an acknowledgment or thank you to the appropriate fund administrator upon notification of the reimbursement award. Letters or emails must be sent to the Foundation Office.
- Recipients of reimbursements may be publicized to the Board of Directors, St. John's newsletter and with appropriate donors.

Application Instructions

Please submit the following items in ONE package:

1. A reimbursement application, filled out completely and accurately.
2. Essay
3. An unofficial copy of your most recent transcript.
4. An official document (such as receipts or invoices) demonstrating proof of payment of tuition, fees, and/or books for the fall semester.



2429 Mission Way | Billings | MT | 59102

AMOUNT REQUESTED: _____

FOUNDATION EDUCATION REIMBURSEMENT APPLICATION

Name: First/Middle/Last	E-mail Address (required)
Address	City/State/Zip
Permanent Phone #	Cell Phone #

HIGH SCHOOL _____

Name/City/State	Date of Graduation	GPA

COLLEGE

Currently a post-secondary student? Yes No

Current GPA _____

Expected Graduation Date _____

Name/Address	Major Field of Study	Yrs. Attended - Dates

EMPLOYMENT HISTORY

(This must be completed for your application to be considered)

Employer/City/State	Position/Supervisor/Dept.	Dates

ACTIVITIES

(List volunteer or extracurricular activities in which you have participated)

Activity/Position	Organization	Dates of Participation

AWARDS

(List most important awards or honors received for scholastic or other achievements)

Award/Honor	Date Achieved

How will your college education be financed?

Source (Self, Family, Grants, Scholarships, Financial Aid, Other)	Amount

Scholarships, grants and /or financial aid *received* from other sources for the current school year.

Name of Scholarship/Grant/Financial Aid	Amount

ESSAY

On a separate page, please complete a 300-word essay addressing the following questions:

1. What are your short and long term career goals?
2. What attributes do you have that demonstrate why you should receive this reimbursement?
3. Describe a situation in which you have experienced the mission at St. John's.
4. What do you enjoy most about working at St. John's?

I certify that the information provided is complete and accurate to the best of my knowledge.

Applicant's Signature _____ Date _____

Application Checklist:

- Completed, legible and signed application
- Essay
- Proof of payment of tuition, fees, and /or books to a qualified institution
- Transcript

Send or deliver completed package to:

St. John's United Human Resources
Attn: Education Reimbursement Program
2429 Mission Way
Billings, MT 59102

Applications must be received in the Human Resources Office by

January 1st

Late or incomplete applications will NOT be considered.