

Forward All Copies to:
675 West Peachtree Street
Suite 26T30
Atlanta, GA 30375

- Prepay Job Bank
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BellSouth Educational Assistance Program Application

RF-1806
(02-2004)

(All Shaded Areas To Be Completed By Educational Assistance Office)

A. Employee Information									
Name (Last)	(First)	(Middle I)	Social Security Number	<input type="checkbox"/> Mgmt. <input type="checkbox"/> Mgmt_Non	NCS Date	<input type="checkbox"/> Regular Full Time	<input type="checkbox"/> Regular Part Time (_____ Hrs. Worked/Week)		
Title	Company		UID (Required)		<input type="checkbox"/> Job Bank	Bank Entry Date (MM/DD/YYYY) _____			
Department		(Area Code) Work Tel.	Room Number	Address: (If Job Bank, Sabbatical or Transitional, Give Home address & Tel. No.			City	State	Zip Code

B. Course/Degree Information		
School Name & Campus Location	School Code	Location (City and State)

Have you applied for any financial aid, such as scholarship aid, grants, military financial aid, or any other financial assistance other than loans? Yes No **You MUST complete and sign the 2nd page of this form.**

Is this course part of a certificate program? Yes No If "Yes", check type: Associate Bachelor Master Doctorate

Is this course part of a degree program? Yes No Certification/Degree In _____

Course Name	School Course No	Company Course No	Begin Date (MMDDYYYY)	Ending Date (MMDDYYYY)	(A) Tuition (Less Discounts)	Fees		(C) Financial Aid Per Course	Total Tuition (Less Financial Aid) (A + B - C)	Plan Allowance
						Type	(B) Amount			
A.										
B.										
C.										

C. Job Related Information				Supplies and/or Books		
(Check Only One For Each Course Listed in Section B)						
Present Job In BellSouth	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	Course	Management Employees may list Books Job Bank Employees may list Supplies and Books	Amount
Future Job In BellSouth	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	A		
Employment External to BellSouth	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	B		
Non-Employment/Personal Development	<input type="checkbox"/> A	<input type="checkbox"/> B	<input type="checkbox"/> C	C		
						Total =>

D. Certification
By signing this application, I authorize the above named institution to release to BellSouth any information required in conjunction with the cost of my course(s), additional financial assistance, grades, discounts, class schedules, etc. I hereby certify that all items, amounts and explanations herein listed or attached are true and correct and course(s) will be taken during after-hours study. I understand that if I drop/do not complete this course and BellSouth is required to pay the school, I may be required to make payment to BellSouth for those costs. Also, I may be prohibited from participating in this program for a term of six months from the date BellSouth is notified the course has been dropped. I further understand that it is my responsibility to provide Educational Assistance evidence of successfully completing the course within 60 days following course ending date. Failure to report course completion may prevent approval for future courses until completion information is provided. I understand that BellSouth has the right to withdraw approval.

Employee Signature (Original Signature Required)	Date

E. Approval (This Section For Educational Assistance Use Only.)	
Educational Assistance Representative	Date

For Detailed Information On the Educational Plan, Please Contact the Educational Assistance Office:

BellSouth Educational Assistance Program Application

FL, GA, NC, SC Contact	888-507-2287
AL, KY, LA, MS, TN Contact	888-507-2287
In Atlanta, Contact	888-507-2287
In Miami, Contact	888-507-2287
In Virginia, Contact	1-404-320-2101
In Washington DC, Contact	1-404-320-2101

Financial Aid

BellSouth Policy requires all financial assistance such as scholarships, grants, military assistance, discounts, or any other than loans, to be reported. Financial aid is deducted from the tuition charged by the school prior to calculating the benefit amount to which you are entitled under the Educational Assistance Plan. BellSouth encourages and expects employees to investigate the availability of financial aid, to apply for such aid when it is available. If financial aid is received, either by the school or by the student directly, the amount of such aid **MUST** be reported on this application. If the amount is not known at the time this application is submitted, the employee **MUST** reimburse BellSouth for the aid that is later received, by either:

- 1) Sending a personal check in the amount of the financial assistance, payable to BellSouth, to the address of the Educational Assistance Office, or
- 2) Only in cases where the employee will be attending class during the next school term, by declaring that the financial assistance will be reported on the next application, and reporting it thereafter on that application. Should the employee for some reason not attend school during next session, then reimbursement should be made by check in accordance with paragraph 1.

If financial assistance has been requested by the employee, the following statement must be signed before this application can be processed.

I understand the above procedures regarding financial aid and acknowledge that it is my responsibility to report all financial assistance that I receive, whether such assistance is paid directly to me or to the school, to the BellSouth Educational Assistance Office. I also understand that my failure to report financial aid in accordance with these procedures could result in my dismissal.

Employee Signature

Date

NOTE: Failure to complete the entire Educational Assistance Application form may delay approval and possibly warrant application being disapproved.

Each Form (RF-1806) Will Be Reviewed Individually As It Relates To An Employee's Particular Needs. The Final Determination Will Be Based On The Decision Of The Educational Assistance Administrator.
