Employee/Spouse Development Application

**Policy:** For more information on this program, please see the [*Employee Spouse Free Credits at Messiah University Policy*](https://messiah-employee.policystat.com/policy/13240948/latest) or the [*Employee Development Policy*](https://messiah-employee.policystat.com/policy/14104677/latest/) in the Employee Policy & Procedure Manual.

Employee Name:      ID#:

Spouse Name:       ID#:

 *(only if spouse applying for free credits)*

Department:       Hire Date:

Applying for:# free credits       ;# audited credits       ; Other

 [ ]  Fall \_     \_\_\_\_ [ ]  Spring \_     \_\_ [ ]  Summer \_     \_\_

Name of school attending: **[ ]** Messiah **[ ]** Other

Name of Course:

Employee SignatureDate

Spouse SignatureDate

 *(only if spouse applying for free credits)*

***SUBMIT FORM TO REGISTRAR’S OFFICE FOR ON-CAMPUS COURSES***

***SUBMIT FORM & INVOICE TO HUMAN RESOURCES FOR OFF-CAMPUS COURSES***

**Necessary Approvals:**

Immediate SupervisorDate

Department HeadDate

RegistrarDate

 *(signature of Registrar or designee for Messiah University courses only)*

Messiah University does not discriminate on the basis of age, race, color, sex, national or ethnic origin, disability, or veteran’s status in the recruitment and admission of students, the recruitment and employment of faculty and staff, or the operation of any of its programs.

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| **FOR HUMAN RESOURCES USE ONLY:****Approved by:**  **Date:** **Academic term: Summer \_\_\_\_\_\_\_ Fall \_\_\_\_\_\_\_ Spring \_\_\_\_\_\_\_ Cost: $ .** |
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