



Individual Personal and Professional Development IPPD Fund I Application

Name: _____ L# _____ Term Fund Requested: _____

Phone/Ext: _____ Email: _____ Dept: _____

Eligible Classified employees may request IPPD I funds for completion of a higher education degree/certificate or personal/professional development goals. Allowable expenses under this fund include tuition, fees, books and supplies. Your total award will not exceed \$500 per term and is not available summer term. Additional guidelines are available online at www.lanec.edu/cpdt/jppd/jppdguidelines.html.

Instructions: As an applicant, you are responsible for submitting three copies of your application and supporting documentation by the published due date for the term. Requests must clearly identify how these funds will help you meet your personal or professional goals. Late requests will not be considered. Upon receipt, a committee will determine your eligibility and will send an email to you notifying you of the amount you will be awarded. Funds are reimbursed to you after you complete the course(s) successfully.

The following documents MUST be submitted with application:

- Account Detail showing costs and associated fees
- Term Schedule
- Individual Educational Plan (if 1st time requesting Higher Ed funding)

I Mark the box that most accurately describes the purpose of the funds you are requesting:

- Higher Education degree/certificate..... *Documented costs of tuition, books and fees associated with courses at a higher education Institution. The courses must apply to a degree/certificate you intend to earn.*
- Personal/Professional Development..... *Documented costs of books and fees associated with courses at a higher education institution.*

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II Amount of funding requested - *Regardless of category and total expense your combined total award will not exceed \$500.*

\$_____ **Tuition** (*Max \$500 – do not include LCC tuition*)

\$_____ **Fees** (*Max \$150 and excludes bus pass charge if a transportation exempt course is offered*)

\$_____ **Books and Supplies** (*Max \$200 – actual costs must be documented*)

\$_____ **Total** (*\$350/\$500 max*)

III Answer the following questions:

a. How does this course(s) fit in with your personal/professional development or higher degree education goals?

b. How does this course(s) enhance your contribution to Lane Community College?

For CPDT Use Only	
Tracking ID #:	Date Reimbursement Notice Sent:
Date Received:	Date Receipts Returned:
Date approved/declined:.....	Date Budget Authority Signature:
Declined Code:	Date sent to College Finance: