



Application for Advance Educational Assistance and Reimbursement

Employee's Name _____ SSN# _____

Date: _____ Employee Number _____ Shift _____

Location: ☐ New Jersey ☐ South Carolina

Supervisor's name _____

Are you eligible for or receiving any financial aid from any other source? ☐ Yes ☐ No

If so, what is the source of your financial aid and what is the amount of financial aid you will receive this term?

What is the major sought? _____

How will this major improve your performance?

School name and address: _____

Degree Sought: ☐ AAS ☐ AAT ☐ AA ☐ BA ☐ MA ☐ MBA ☐ AS ☐ BS ☐ MS Certificate

Class Title and Number	Start Date	End Date	Units or Credits	Tuition Amount	Fees Amount	Book Amount	Grade

APPROVALS

Supervisor's Approval _____

Date _____

President's Approval _____

Date _____

Educational Reimbursement Acknowledgement of Payment Procedures

I understand that I must attach paid receipts and proof of registration when applying for advance payment. All grades below "C" for undergraduate courses and below "B" for graduate courses will require the employee to return the advance reimbursement paid by Constantia Hueck Foils L.L.C.

I understand that I must attach paid receipts and transcripts of final grades when applying for "tuition reimbursement". All grades below a "C" for undergraduate courses and below a "B" for graduate courses are ineligible for tuition reimbursement.

I also understand that should employment with Constantia Hueck Foils terminate due to resignation or violation of a company policy or supervisory directive within the first 12 months, you will be responsible for 50% of reimbursement to Constantia Hueck Foils LLC, within 13-24 months, 30% and 20% within 25-36 months.

Employee's Signature _____

Date: _____

Supervisor's Signature _____

Date: _____

President's Signature _____

Date: _____

President's Approval

Approved by: _____

Date: _____

George N. Thibeault, Jr.
President
Constantia Hueck Foils L.L.C.