



How do I participate in the Immanuel Continuing Education Assistance Program

Step 1.

Read the Immanuel Continuing Education Assistance Policy to its entirety.

If you have questions or need clarification please contact Human Resources *before* proceeding to the following steps.

Step 2.

Complete and submit the Immanuel Continuing Education Assistance Application electronically on-line - **DO NOT PRINT OFF**

Step 3.

Submit the supporting documentation listed below;

I am responsible for submission of all required supporting documentation from schools website;

- **Copy of the classes registered for/class schedule**

- **Cost per credit hour from school website.**
- **Documentation for any applicable fees**

The supporting documentation mentioned above can be emailed to:

myhr@immanuel.com

- subject line: Continuing Education Assistance documentation
- (your name)

To...	IMM-MyHR;
Cc...	
Subject	Tuition Assistance Documentation: Jane Doe

or faxed to 402-829-2963