

BEST PROGRAM REGISTRATION
Build and Enhance Skills through Training

Best Program Eligibility:

- You must work 75% or more of a full-work schedule to take two seminars per semester; greater than 50% (exempt) and 53% (nonexempt) to take one course per semester.
- You must have an active assignment on the date of the seminar.
- You must complete the program or reimburse the cost to Lehigh University.

Before you register, fill out this form. Have the seminar reviewed and approved by your supervisor and then forward the form to Human Resources for approval. Requests are reviewed and approved on a first-come, first-served basis if received prior to the date of the seminar. There is a limited amount of funding available, therefore, we may not be able to fill all requests. We may suggest alternatives to programs based on price discounts available through other training vendors.

To request a **BEST** subsidy, complete this form and obtain your supervisor's approval. Attach a copy of the seminar description, cost, date, and provider, and return to **Human Resources, 306 S. New Street, Suite 437**. If you have questions concerning eligibility, call **Mary Jo McNulty** at extension 83894.

Part I (to be completed by employee)

Name:	LIN or Soc. Sec. #:
Department:	Extension:
Campus Address:	E-mail:

Seminar Name	Provider	Cost	Date of Seminar	Date Check Needed

I acknowledge that the above information is correct and that my status at the University allows me to take the above seminar(s). I understand that any misrepresentation of the above will result in the request being denied.

Employee Signature

Date

Part II (to be completed by Supervisor)

I have reviewed this request for a **BEST** subsidy. I acknowledge that this seminar is directly related to my employee's work at Lehigh University. The Program will cover 75% of the cost of the seminar up to a maximum of \$500. I give my approval and agree to pay 25% of the cost of this program and any amount over the \$500 maximum paid by the training subsidy. The cost to my department is \$ _____ payable from account # _____.

NOTE: I understand if the above is not an eligible employee, this account will be charged for the full program cost.

Supervisor Signature

Date

BEST Registration Procedures

Human Resources Responsibilities:

1. HR receives form approved by supervisor.
2. HR confirms employee eligibility based on employment status and number of seminars taken in the current semester.
3. HR compares type of seminar to prior experience with NCC Tuition Exchange Program.
4. HR may suggest other options to employee or supervisor.
5. HR approves or rejects training subsidy.
6. HR advises employee on payment procedures.
7. HR follows up with program evaluation for future references.
8. If program is completed prior to receipt of the Form, subsidy request will automatically be rejected.

Billing Procedures:

1. Some providers have agreed to pay Lehigh University on a monthly basis, in which case HR will request a monthly check. HR will receive the bill, verify accuracy, list accounts to be charged, and sent to Accounts Payable.
2. If employee must prepay the seminar, HR will prepare and forward to Accounts Payable a request for a check if the subsidy is approved. Accounts Payable will send the check to the employee.