



Individual Personal and Professional Development IPPD I Fund Application

Name: _____ L _____ Term Funds
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.lanecc.edu/cpdt/ippd/ippdguidelinesI.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 *Another Institution's courses which 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.*

IPPD I funds are provided by the Classified Professional Development Team and are not bargained funds.
There is no guarantee additional funds will be available after June 30 of the current fiscal year.

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

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

III. How does this course fit in with your personal/professional development or higher degree educational goals?

IV. How does this course enhance your contribution to Lane Community College?

For CPDT Use Only:

Tracking ID: _____
Date Received: _____
Date approved/declined: _____
Decline Code: _____

Date Reimbursement Notice Sent: _____
Date Receipts Returned: _____
Date Budget Authority Signature: _____
Date Sent to College Finance: _____

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