WEST VIRGINIA SUPREME COURT
ADMINISTRATIVE OFFICE

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APPLICATION FOR
EDUCATIONAL BENEFITS

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Term: ☐ **Fall 20___**
☐ **Spring 20___**
☐ **Summer 20___**

FOR AO USE:
Relevance: _____
Leave: _____
Meals/Lodging: _____
Initials: _____
Date: _____
Completion verified: _____
Tuition processed: _____
Travel processed: _____

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Please type or print legibly and use a separate form for each course. For information on educational benefits, see *West Virginia Judicial Personnel System Manual,* Sections 8.6, 9 and 10.

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INSTITUTION OR ORGANIZATION OFFERING COURSE: _____

LOCATION OF INSTRUCTIONAL MEETING(S): _____

DAY(S) OR DATE(S) OF MEETING(S): _____ TIME OF MEETING(S): _____

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Name: _____ Position: _____

Office address: _____

Phone: _____Fax: _____ E-Mail: _____

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COURSE RELEVANCE

1. Course title, catalog description and credit hours or number of instructional hours: _____

_____

_____

_____

2. ☐ Undergraduate ☐ Graduate ☐ Non-credit continuing education

3. If the course is part of a degree or other program, name or describe the program: _____

_____

4. Explain the relevance of this course to your official duties: _____

_____

5. Itemized estimate of educational expenses: _____

_____

6. Applicant's signature: _____Date:_____

7. Supervisor's approval: _____Date:_____

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EDUCATIONAL LEAVE is available for approved continuing education seminars, conferences and non-credited courses only. Educational leave will not be granted for college courses. See Section 8.6 of the *West Virginia Judicial Personnel System Manual*.

I ☐ do ☐ do not request educational leave time to attend the approved continuing education seminar, conference or non-credit course.

FOR REIMBURSEMENT of costs, please see Section 9 of the West Virginia Judicial Personnel System Manual.

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Submit to: Director of Judicial Education, Supreme Court Administrative Office, State Capitol E-100, Charleston, WV 25305

(Rev. 6/06)