



MINETA TRANSPORTATION INSTITUTE

ENHANCED EDUCATIONAL ASSISTANCE PROGRAM

IMPORTANT: PLEASE READ BEFORE SUBMITTING THIS REQUEST

- Student must be **full-time** employee enrolled in the Masters of Science or Graduate Certificate Program. Visit <http://transweb.sjsu.edu/> for Mineta Transportation Institute program details.
- Students must be prepared to **complete classes in consecutive** academic terms (two classes per term).
- Read **Educational Assistance Guide for Mineta Students** located on WebBART > Documents and Procedures > Download Forms > Human Resources.

Please submit all documents, inquiries and/or comments to the Workforce Development in Human Resources via email to HRPL@bart.gov, fax to (510) 464-6386 or drop in our office located at 300 Lakeside Drive, 20th Floor, Oakland, 94612.

I. EMPLOYEE INFORMATION

Empl ID:		Today's Date:	
Full Name:		Department:	
Work Loc:		Position:	
Email Address:	Preferred Contact Method <input type="checkbox"/>	Daytime Phone:	Preferred Contact Method <input type="checkbox"/>
Union Representation: <input type="checkbox"/> ATU <input type="checkbox"/> SEIU <input type="checkbox"/> AFSCME <input type="checkbox"/> BPOA <input type="checkbox"/> BPMA <input type="checkbox"/> Non-Represented			

II. TYPE OF EDUCATIONAL ASSISTANCE REQUEST

1. Is this a request for an **ADVANCE** Payment? No Yes **If yes,** you must also complete page 4.

Note: Requests for advance payments must be submitted to Workforce Development **at least 30 days** prior to the start of the course in order to ensure timely processing.

2. Have you exceeded 60 semester or 90 quarter units? No Yes

What type of degree do you possess? Associates Bachelors Masters Doctorate



III. JUSTIFICATION FOR EDUCATIONAL ASSISTANCE

Briefly explain why you would like to take the following course(s) and how they apply to your current position or a promotional opportunity within the District.

EMPLOYEE SIGNATURE

DATE SIGNED

IMPORTANT: Please refer to the Educational Assistance Process Steps outlined in the *Educational Assistance Guide for Mineta Students* to complete Sections IV and V.

IV. COURSE INFORMATION

If you selected **Option 1** as described in the *Educational Assistance Guide for Mineta Students*, **DO NOT complete** this form. Please submit your request on the *Educational Assistance Request* form (#0397) located on WebBART > Documents and Procedures > Download Forms > Human Resources.

Select your intended major and/or degree:

- Master of Science in Transportation Management (MSTM)
- Graduate Certification in Transportation Management (CTM)
- Graduate Certification in Transportation Security Management (CTSM)
- Graduate Certification in High-Speed Rail Management (CHSRM)

Select the Term and Session that this request is related to:

SEMESTER	TERM	SESSION
<input type="checkbox"/> FALL - (August - December)	<input type="checkbox"/> TERM 1 <input type="checkbox"/> TERM 2	<input type="checkbox"/> SESSION A
<input type="checkbox"/> SPRING - (January - May)	<input type="checkbox"/> TERM 3 <input type="checkbox"/> TERM 4	<input type="checkbox"/> SESSION B
<input type="checkbox"/> SUMMER - (June - July)		

Enter course begin and end dates:

Course Begin Date: _____	Course End Date: _____
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Select the course(s) that this request is related to:

<input type="checkbox"/> Fundamentals of Transportation Management (MTM 201)	<input type="checkbox"/> Transportation Policy & Regulation (MTM 214)
<input type="checkbox"/> Contemporary Issues in Transportation (MTM 236)	<input type="checkbox"/> High-Speed Rail (MTM 245)
<input type="checkbox"/> Transportation and the Environment (MTM 250)	<input type="checkbox"/> High-Speed Rail Operations (MTM 246)
<input type="checkbox"/> Transportation Marketing & Communications Management (MTM 203)	<input type="checkbox"/> Emergency Issues for Transportation Professionals (MTM 226A)
<input type="checkbox"/> Introduction to Transportation Funding & Finance (MTM 202)	<input type="checkbox"/> Security Issues for Transportation Professionals (MTM 226B)
<input type="checkbox"/> Transportation Systems Planning & Development (MTM 215)	<input type="checkbox"/> Leadership & Management of Transportation Organizations (MTM 217)
<input type="checkbox"/> Strategic Management in Transportation (MTM 290)	<input type="checkbox"/> Independent Research (MTM 283)
<input type="checkbox"/> OTHER _____	

V. REQUEST FOR TUITION

Select the dollar amount that you would like reimbursed or advanced:

<input type="checkbox"/> \$1,134	<input type="checkbox"/> \$134	<input type="checkbox"/> Other _____
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VI. SUPERVISOR/MANAGER RECOMMENDATION AND APPROVAL

Briefly explain how the course(s) will benefit the employee in their current position and/or for promotional opportunities and why you recommend the approval of this request.

Supervisor/Manager Signature

Date Approved

V. FOR WORKFORCE DEVELOPMENT USE ONLY

Amt. Processed:	Report ID:	Date Sent to AP:
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Workforce Development Signature

Date Approved



NOTICE TO BAY AREA RAPID TRANSIT DISTRICT CONTROLLER

ADVANCE PAYMENT REQUEST ONLY- To be completed by employee

Advance payments will be deducted from your payroll check if you fail to adhere to the following:

- A) Satisfactory evidence of successful completion of the course is not provided to the District within sixty (60) calendar days following the schedule completion date of the course.

- B) The employee voluntarily drops the course for any reason (including voluntary shift changes).

Please see the Employee Relations Guideline #26- Educational Assistance for a complete description of advance payment guidelines.

I hereby authorize the BART Controller to deduct a monthly payment amount specified below from my salary or wages. This authorization will continue until advanced monies are paid in full. Repayment of monies must be made within six months. If you terminate employment with the District, all monies owed will be collected from your final check.

Print Name

Employee I.D. #

Employee Signature

Date Signed

To be completed by Payroll

Additional Pay Adjustments

Additional Pay Type	Amount to be Deducted	Paycheck Date

