

**Henry Ford College
Professional Development Fund Application Form
HFC-SSA Employees**

Name:	HANK #:
Position:	Department:

Reimbursement – Tuition or Professional Licenses

- **Spring and Summer Semesters** – Applications must be submitted to the Office of Human Resources by September 30th for coursework completed during the Spring and Summer Semester.
- **Fall Semester** - Applications must be submitted to the Office of Human Resources by January 15th for coursework completed during the Fall Semester.
- **Winter Semester** – Applications must be submitted to the Office of Human Resources by May 15th for coursework completed during the winter semester or the previous year.
- Tuition and fee receipts, as well as a certificate of completion for professional licenses, must be attached to the application. **Official transcripts must be sent directly to the Office of Human Resources for the college/university.** Receipts need to illustrate a breakdown of fees and tuition. Eligible fees include registration fee and course fee.

College/University	Course	Date Complete	Grade of "C" or better	# Credit Hours	Registration Fee, Course Fee & Tuition Cost

Reimbursement – External Conferences/Seminars

- Original receipts for external conferences or seminars which are related to an employee's position must be submitted by September 30th, January 15th and May 15th.

Conference/Seminar	Location	Date	Expense	Reason for attending

SIGNATURE _____ DATE _____