



FLORIDA STATE UNIVERSITY

Facilities Human Resources Service Center  
103 Mendenhall Building A  
P.O. Box 3064149  
Tallahassee, Florida 32306-4149  
Telephone: (850) 644-0429  
Fax: (850) 644-2281

## The Facilities Adult Basic Education (ABE) Support Program

### Registration Form

To enroll in the Facilities ABE Support Program, complete this form and return it to:

Robert Messer, 644-0429  
Facilities Human Resources Services Center  
103 Mendenhall Building A

Employee Name \_\_\_\_\_ Employee ID \_\_\_\_\_

Position Title \_\_\_\_\_ Date of Hire \_\_\_\_\_

Department \_\_\_\_\_ Contact Phone \_\_\_\_\_

*I have read and understand the program eligibility and rules as outlined in the Facilities ABE Support Program memo dated November 18, 2013.*

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**HR Use Only****Completed By** \_\_\_\_\_

- Verify employee has completed probationary period
- Verify supervisor has approved employee to attend classes
- Notify department of any need to adjust schedule

End of two year period: \_\_\_\_\_, ABE completion date \_\_\_\_\_, Bonus received \_\_\_\_\_