



Just-in-Time (JIT) Request Form

If your department has a group of staff members that would like to take the same Employees' University (EU) class, the EU can schedule it to accommodate your calendars and your office coverage!

A minimum of 12 participants is required to request a JIT. The cost is \$50 per person. If you have 20 – 22 participants the cost is \$750. With more than 22 participants, materials charge (i.e., DiSC Instruments, LPs, etc.) will apply, if applicable. The department/group is responsible for room reservations and refreshments. (Contact EU for more details or exceptions to this policy)

Please complete the following:

Department:

Contact Name:

Contact Number:

EU Course Requested:

Number of Possible Participants:

Positions:

Possible Dates:

Class Time:

(i.e.) 8:00-5:00, 8:30-4:30

Location: (i.e. EU, Other)

1.

2.

3.

Comments

Please forward this form to:

Dennis Bozanich, Employees' University Center

267 Camino del Remedio, Santa Barbara, CA 93110 or fax to 692-1741

We require all participants to pre-register for the class, sign the roster, and complete the assignment.

Someone from the EU will be contacting you within 2 – 3 days after receipt of this request. Should you have any questions regarding your request, please call the EU Center at 692-1740.

Thank you for your request!