

# Sam Houston State University Human Resources

## President's Employee Scholarship

**Note:** This form may be used for one course or one course with a lab; maximum of four (4) hours college credit per semester at SHSU; minimum 2.0 GPA. This scholarship could possibly affect other financial aid you may be receiving. The President's Employee Scholarship award is for tuition and designated tuition.

**The deadline for making application is as follows**

**Fall Semester – July 1**

**Spring Semester – November 1**

**Summer Semester – May 1**

**Instructions:**

1. Applicants must have one year full-time (1.0 FTE) continuous staff/faculty employment by the first class day; be a full-time benefits eligible employee; and at the time application is made have earned at least 3 semester hrs. at SHSU; min. 2.0 GPA.
2. Undergraduate students with a 2.5 GPA or greater will be given 1st priority.
3. Graduate students with a 3.5 GPA or greater will be given 2<sup>nd</sup> priority.
4. Employee's GPA, length of employment, and student classification level are primary consideration factors.
5. The approving Dean/Director should assure that employees involved in recent disciplinary actions are exhibiting positive work performance.
6. The scholarship form must be signed by the employee and approved by your Dean/Director.
7. Submit the completed scholarship form to the Human Resources Department.
8. After completion of the course, submit a copy of your paid tuition/fee statement AND your grade report of "C" or better within thirty (30) days after the semester ends to the HR Department. Reimbursement will be processed according to procedures for Student Financial Aid Scholarship Disbursement request.

**A. Employee Information:**

Sam ID: \_\_\_\_\_ Name: \_\_\_\_\_ Employment Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Title: \_\_\_\_\_ Phone #: \_\_\_\_\_ Dept: \_\_\_\_\_

**B. Class Information:**

**Semester:**  Fall  Spring  Summer 1  Summer 2 **Year:** \_\_\_\_\_ **Classification:**  Fr.  So.  Jr.  Sr.  Grad.  
 Undergraduate: Major/Degree: \_\_\_\_\_ GPA: \_\_\_\_\_ Hours Completed: \_\_\_\_\_  
 Graduate: Major/Degree: \_\_\_\_\_ GPA: \_\_\_\_\_ Hours Completed: \_\_\_\_\_  
 (**Note:** Graduate students should also complete undergraduate information)  
 CID#: \_\_\_\_\_ Course: \_\_\_\_\_ Section: \_\_\_\_\_ Course Title: \_\_\_\_\_ Hours: \_\_\_\_\_

**C. Basis for Request:** Explain the merit(s) of the request, i.e., how is it beneficial to you and the University, and your plans after obtaining a degree. You should review Human Resources Policy B-5, Employee Development.

**D. Employee Certification:** *I affirm that the information on this form is accurate and true; understand it is my responsibility to arrange and satisfy all admissions/registration requirements; agree to abide by all applicable state and university policies and rules; agree to notify my supervisor if I drop from class, and follow my work schedule as agreed upon.*

**E. Approval/Signature:**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Dean/Director: \_\_\_\_\_ Date: \_\_\_\_\_  
 AVP-HR & Risk Management: \_\_\_\_\_ Date: \_\_\_\_\_  
 President: \_\_\_\_\_ Date: \_\_\_\_\_