

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

Educational Stipend Award Professional Support Staff / Administrator Employees

PLEASE PRINT:

Last, First MI Employee ID DCCCD Location Date

PREVIOUS EARNED DEGREES: (List all. If none, write none):

EMPLOYEE GROUP: Professional Support Staff Administrator

The Dallas County Community College District (DCCCD) acknowledges employees for their commitment of professional development in the continuation of education. This benefit, as referenced in policy DEB (local) of the DCCCD, provides the opportunity for full-time professional support staff and administrators to be awarded a one-time stipend upon the completion of a higher education degree from a regionally accredited United States institution. This policy is in effect for degrees conferred/awarded beginning September 1, 2007.

COMPLETE THIS FORM AT THE BEGINNING OF YOUR FINAL SEMESTER OF STUDIES.

STEP 1: Award Declaration – (To be completed by employee)

I am currently enrolled/attending _____ and am in my final semester of studies. I am
Name of College/University
earning a(n) _____ degree in _____ which will be completed on or about _____, 200__
Degree Type Major Date

This degree is higher than a current earned degree: Yes No (If no, approval from location Cabinet member must be attached to this form).

My signature below acknowledges my understanding of the DCCCD Educational Award Stipend. I understand Official Transcripts are required upon the completion of my degree plan. If eligible, receipt of the Educational Award stipend is contingent upon a review of the Official Transcripts and verification of the accredited institution by a location Human Resources representative.

Employee Signature Date

Proceed to Step 2

Step 2: Eligibility Verification (To be completed by the Human Resources Department)

Date of Hire: _____ One-Year Continuous: Yes No Eligible: Yes No
I have reviewed this request and concur the eligibility of this Award is within the DCCCD guidelines.

Human Resources Representative Date

Proceed to Step 3

Step 3: Completion/Award of Degree (To be completed by the employee)

I have completed the required coursework for the above degree awarded on _____. Official transcripts were:
? Ordered on _____ and are being sent directly to the HR Department.

Submit completed form to the Human Resources Department _____
Employee Signature Date

Step 4: Award (To be completed by the Human Resources Department)

Eligible for stipend in the amount of: \$_____.00. To be paid in _____, 200__ payroll cycle from
Account Number: _____-_____-_____-_____.

Human Resources Representative Date