

TAMIU STAFF SENATE

Policy Summary

The Texas A&M International University (TAMIU) Staff Senate Book Scholarship has been established to assist employees meet their educational goals. The purpose of the program is to encourage employees to obtain additional education and training. The book scholarship is applicable only for the fall & spring semesters, and Staff Senate will award a minimum of \$250 each semester. All TAMIU full-time employees are eligible, subject to the conditions listed below.

- Employee must be full-time, benefits-eligible, classified staff who is not represented by Faculty Senate, Dean's Council or University Executive Council and must have worked for TAMIU in a full-time position for at least six (6) consecutive months prior to the 12th class day when applying for the Fall or Spring semester. A full-time, benefits-eligible employee is defined as one who is employed with TAMIU and works at least forty (40) hours/week.
- Employee must be following a degree seeking program. Continuing education courses are not eligible for the TAMIU Staff Senate book scholarship program.
- Employee must have an overall GPA of 2.5 (undergraduates) or 3.0 (graduates), per semester.
- The book scholarship is intended to provide assistance to employees up to \$250.00 per academic year.
- Includes *Books for Rent* expenses.
- **Employee needs to turn in the following requirements attached to the application:**
 1. **Course detail schedule**
 2. **Copy of book receipt**
- **If enrolled at another institution please provide the following as well:**
 1. **Copy of admissions letter**
 2. **Copy of most current transcript**

Please submit the applications to the Office of Human Resources located in KL 157.

TAMIU STAFF SENATE

The Texas A&M International University (TAMIU) Staff Senate Book Scholarship is intended to provide assistance of up to \$250.00 per selected candidate in an academic year. The recipients will be chosen by drawing. All classified staff employees MUST follow the TAMIU Staff Senate procedures listed on the first page of this form.

Name:		UIN Number:			
Home Address:	Street	City	State	Zip	Home Phone
Department:	Date of Hire:	Work Phone #:			
Have you applied for or are you receiving any type of Scholarship or Grant through Financial Aid this semester?					
<input type="checkbox"/> Yes <input type="checkbox"/> No					
<ul style="list-style-type: none"> ▪ I certify that I have been employed in a Full-Time Benefits-Eligible administrator or staff position for at least six (6) months ▪ I certify that I will be enrolled in at least three (3) degree seeking credit hours this semester. ▪ I understand that I am limited up to \$250.00 per academic year, subject to funding. ▪ GPA requirements: undergraduate – 2.5 and post graduate – 3.0 					
Employee's Signature:				Date:	

To Be Completed by the Office of Human Resources:

This employee meets the employment requirements for this scholarship. Yes No Verified by: _____

To Be Completed by the Office of Financial Aid:

Financial Assistance Verification:	Grant:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	\$ _____
	Scholarship:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	\$ _____
	Other:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	\$ _____

GPA requirements satisfied? Yes No Verified by: _____

TAMIU Staff Senate Approval Signature: _____ Date: _____

Account #:	Semester:	Fund Code:	Amount:
------------	-----------	------------	---------