



# FORT HAYS STATE UNIVERSITY

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## STAFF SENATE

### University Staff Scholarship Fund Information

Scholarship will be awarded as funds are available and as determined by the scholarship committee. Funds are made available through the FHSU Foundation from donations made to the University Staff Scholarship Fund. **Please return applications to the Staff Senate email ([staffsenate@fhsu.edu](mailto:staffsenate@fhsu.edu)) or submit to the current Staff Senate President. Applications and required documents must be received by the deadline indicated for the semester for which funding is requested.**

Scholarship Deadline: The deadline for the scholarship application is by the end of day the Friday after finals for your specific semester. Please email [staffsenate@fhsu.edu](mailto:staffsenate@fhsu.edu) prior to the original deadline if you would like to request an extension to this deadline.

#### **ABOUT THE SCHOLARSHIP:**

The primary purpose of this scholarship is to benefit employees who wish to improve professional or personal knowledge and/or skills through FHSU coursework. Classes do not need to be job related; the scholarship committee will give no preferential consideration to funding scholarships for job-related courses.

This scholarship can only be used for books and supplies, this cannot be used for tuition. The maximum amount an individual employee can be awarded per fiscal year cycle is \$200.

#### **TO BE ELIGIBLE, EMPLOYEES MUST MEET THE FOLLOWING CRITERIA:**

- Scholarships preference will be given to those applicants receiving no other financial assistance.
- Applicants must be a full-time FHSU University Staff employee with permanent status and have been employed for at least one year continuously prior to the semester in which the course begins. Emergency or temporary employees are not eligible for funding.
- Applicants must continue employment for the entire semester. Should applicant employment with FHSU end and/or applicant withdraws from the course(s) during the semester, scholarship funds will not be awarded.
- Recipients must complete the FHSU course within the enrolled semester with a grade of C or above. If the recipient receives an unsatisfactory grade, the scholarship will not be awarded and the recipient may or may not be eligible for future scholarships.
- To be considered for funding awards, applications must be received by the deadline and must be complete. Incomplete applications will not be reviewed or accepted.

*Complete applications will include:*

- Application form filled out in entirety with required signature
- Proof of successfully completed specified course(s) on application (unofficial transcript)
- Copy of receipt(s) detailing books and supplies required and purchased for course(s).

#### **SELECTION AND DISPERSEMENT:**

- The scholarship committee will meet within 30 days of the scholarship deadline to review applications and select recipients. The number of scholarships and amount awarded will be based on the amount of donated funds available and on the merit of each application in meeting the scholarship criteria.
- All FHSU Scholarships are posted to the student's account and appear with their financial aid, if applicable, in TigerTracks and/or Workday. Scholarship recipients will be notified by email of the award.

**FUNDING NOTE:** This scholarship program is funded entirely through donations. Please consider allocating your next donation to FHSU Foundation to support the University Staff Scholarship Fund.



# University Staff Scholarship Fund Application

Requesting Scholarship for \_\_\_\_\_ (semester) \_\_\_\_\_ (year)

Name \_\_\_\_\_

### FHSU Employment Information

FHSU ID # \_\_\_\_\_

Position \_\_\_\_\_

Department \_\_\_\_\_

FHSU Phone # \_\_\_\_\_

FHSU Email \_\_\_\_\_

### Enrolled Course Information

Course Number	Section	Course Title
_____	_____	_____
_____	_____	_____
_____	_____	_____

Have you received a scholarship from Staff Senate before:  Yes  No

If yes, please list the semester(s) and year(s): \_\_\_\_\_

### Eligibility Criteria:

1. Have you been a permanent staff employee of FHSU for at least one year?

Yes  No

2. If pre-requisite(s) is (are) required for this (these) course(s), have you met it (them)?

Yes  No

3. Are you receiving any other financial aid for this (these) class(es)?

Yes  No

3.A. If yes, please list: \_\_\_\_\_



# University Staff Scholarship Fund Application

**Please give specific reasons how this (these) class(es) will benefit you, whether personal or professionally?**

**Please read and sign the following**

I affirm that I meet the criteria as stated above. I understand that I may be required to submit information not requested on this form; that Fort Hays State University may verify any information provided by me in this process. I understand that falsifying information on this application may result in loss of the benefit

X \_\_\_\_\_  
Applicant Signature & Date

Committee Only Box

Approved:  
Amount:

Denied:  
Date: