

DELTA STATE UNIVERSITY

Administrative Staff Council
Textbook Award Program
Fall 2022/Spring 2023 Application

Purpose:

- To aid staff members in reaching their educational goals by off-setting the expense of textbooks
- To provide staff members the opportunity to participate in an education degree program
- To enhance personal and professional development
- To enable staff to function at their highest level of competence
- To provide funding for staff development

Description of Program:

- Up to five (5) one-hundred dollar (\$100) awards will be made available to qualified staff members during the fall and spring semesters for purchase of textbooks at the Delta State University Bookstore.
- Qualified staff members must meet the criteria listed below.

Criteria for Eligibility:

- Applicants must be regular, full-time staff employees (50% time or greater and whose position is expected to be active for more than four and one-half months).
- Eligibility begins on the first day of the applicant's regular employment.
- Applicants must be enrolled in a for-credit course offered by Delta State University. This program excludes non-credit correspondence courses, short courses, workshops or institutes.
- While all staff members are encouraged to apply, priority will be given to individuals who have not previously received the award and whose annual salary is \$35,000 or less. From this group, the grant will be awarded on a first come, first serve basis.
- Dropping the course and/or failure to complete the course with a passing grade will result in ineligibility to apply for the program the following term.

Process:

- Application availability and deadlines will follow this schedule:

Term Applied	Date Available	Applications Due	Awarded
Fall 2022	July 26, 2022	August 2, 2022	August 5, 2022
Spring 2023	December 13, 2022	December 20, 2022	January 3, 2023

- Completed applications must be submitted via email to Julie Jackson, Salaries & Benefits Delegate from the Executive Committee, no later than 5:00 pm on the due date (staffcouncil@deltastate.edu).
- Applicant information will be verified, and the grant will be awarded based on the above criteria.

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Application Due Date: Fall – August 2, 2022, Spring – December 20, 2023

Name: _____ Student ID #: _____
Department: _____ Title: _____
Campus Address: _____ Campus Phone: _____
_____ Other Phone: _____
Degree Seeking: _____ Major: _____

Courses Enrolled:

<u>CRN #</u>	<u>Department</u>	<u>Course #</u>	<u>Section #</u>	<u>Instructor</u>

Priority Considerations:

Have you received this award before? ____ YES ____ NO

If YES, when? _____

Is your annual salary \$35,000 or less? ____ YES ____ NO ____ I prefer not to disclose but understand that I cannot be given priority consideration.

By signing below, I attest that all above information is accurate.

Signature

Date

Please Return to:
Julie Jackson, Salaries & Benefits Delegate from the Executive Committee
staffcouncil@deltastate.edu

For official use only

Date Received: _____

Time Received: _____

Received by: _____

Salary/FT Employee: _____

Awarded: ____ Yes ____ No

Notification Date: _____