Delta State University

Administrative Staff Council
Textbook Loan Program

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.
- At the end of the academic semester, award recipients will return used books to the Chair of the Staff Development Committee. The Chair will sell the used books back to the University Bookstore and deposit the resulting funds into the Textbook Loan Program account.
- 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 $30,000 or less. From this group, the loans will be awarded on a first come, first serve basis.
- Failure to complete a course with a passing grade will result in ineligibility to apply for the program the following term.

Process:
- Applications may be obtained from Human Resources (KWH 234) or from the Staff Development Committee (Union 300).
- Application availability and deadlines will follow this schedule:

	Date Available	Applications Due	Awarded
Fall 2008	July 25	August 8	August 12

- Completed applications must be mailed, faxed or emailed to the Staff Development Committee's office no later than 5:00 pm on the due date. Applications will not be accepted prior to the first date of availability (July 25).
- Applicant information will be verified, and the loan will be awarded based on the above criteria.
- At the close of the academic term, award recipients will return the textbooks to the Staff Development Committee no later than noon on the Friday of exam week.
- The award recipient will be held financially responsible for the resale value of lost, damaged or stolen textbooks purchased under this program.

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Fall 2008 Application

Application Due Date: August 8, 2008

Name: _____   Student ID #:_____

Department: _____   Title: _____

Campus Address: _____   Campus Phone: _____

_____   Other Phone: _____

Degree Seeking: _____   Major: _____

Courses Enrolled:

CRN #	Department	Course #	Section #	Instructor

Have you received this award before? _____YES   _____NO

If YES, when? _____

By signing below, I understand that at the close of the academic semester, I will be required to return the textbooks loaned to me by this program. I also understand that I will be held financially responsible for the resale value of lost, damaged or stolen textbooks purchased under this program. Failure to complete this course with a passing grade will result in my ineligibility to apply for the program the following term.

_____   _____
Signature   Date

Please Return to:
Christy Montesi, Staff Development Committee
DSU Box 3174/Union 300-Campus
Fax: 662-846-4680
cmontesi@deltastate.edu

For official use only

Date Received: _____   Time Received: _____

Received by: _____   Salary/FT Employee: _____

Awarded: _____Yes _____ No   Notification Date: _____