

INSTRUCTIONS

Clerical & Support Staff Scholarship Program

(Maximum 6 credit hours per term)

This program is available to all regular part-time and full-time clerical and support staff members who have been employed by TTU for at least six months. Regular part-time employees may receive a pro rata portion of assistance based on percentage of contract for employment. Status is determined on the first day of class.

Obligation by employee for using this benefit: Must complete and pass the classes designated on the form and provide grades at the end of the term. Repayment to TTU for reimbursement will be required if these obligations are not met.

Have your Staff Scholarship form signed by 1) your supervisor, 2) your department chair or director, 3) your dean or vice-president, and 4) include a revised work schedule if you will be taking classes during work hours (when using a separate sheet, must be signed by employee and supervisor). Once signed, it will be sent to Human Resources.

If you haven't been taking classes, you must follow the admissions or readmission process as appropriate at the school you will be attending.

Corrections to the classes taken must be done in writing by the first day of class. Submit class changes to sking@tntech.edu. Special fees, such as on-line course charges, are not covered.

PROCEDURE FOR USE AT TTU:

You must submit your form to Human Resources a minimum of 2-3 weeks before fees are due. This time is needed for processing to ensure that you will have credit on your account and can confirm your enrollment and pay any balance in a timely manner.

PROCEDURE FOR USE AT TENNESSEE SCHOOLS OTHER THAN TTU:

The original Application for Staff Scholarship form should have already been turned in to the Human Resources Office by the beginning of the term. This can be used at any TBR or UT school.

Please send the following documentation to Sharon King in Human Resources for reimbursement:

1. A copy of your class schedule.
2. A copy of your itemized student account. It must show how you paid for the classes. Have the bursar at that school indicate the cost of each individual class if you are taking multiple classes.

Once grades are made available at the end of the term, you must submit in a timely manner to remain eligible to use this benefit. We will accept an on-line print out if it prints your name and the school name.

(Updated 4/21/10)

TENNESSEE TECH UNIVERSITY
Application for Staff Scholarship

Please submit to Human Resources 2 Weeks Prior to Fee Payment

Date _____

Banner ID# _____

Last Name, First Name, Middle Initial

Position Title

Department

Account Number

Institution Attending

Degree Program Enrolled For

Term Applied For

Number of Credit Hours

Courses Registered For (MAX 6 hrs):

Days and Times of Classes *:

Class 1 (4 letters 4 numbers – section) Credit Hrs

Class 2 Credit Hrs

Class 3 Credit Hrs

*If classes are during normal working hours, show revised work schedule on page 2.

If you have received a staff scholarship previously, list most recent term and year: _____

Did you complete the class(s) with a passing grade? [] Yes [] No

Beginning Date of Regular Employment

% Employed

Applicant's Signature

Supervisor's Signature

Department Chair or Director

Academic Dean or Vice President

Human Resources Office

Date Approved

ACCOUNT CODE

(Revised 11/09)

Original White: Human Resources

Pink: Financial Aid

Yellow: Employee Keeps

TENNESSEE TECH UNIVERSITY

Application for Staff Scholarship/REVISED WORK SCHEDULE – Page 2 _____ Term

Submit Revised Work Schedule with Application when any class is taken during regular work hours. Include all classes taken during work hours.

Show time of classes, lunch hour, and work hours. You must have a 1 hour break after working 5 hours (either lunch or class/lunch). Include travel time to and from class with class times.

Monday	From – To	From – To	From – To	Daily Total
Work Hours	_____	_____	_____	_____
Class Hours	_____	_____	_____	
Lunch Hour	_____			
Tuesday	From – To	From – To	From – To	Daily Total
Work Hours	_____	_____	_____	_____
Class Hours	_____	_____	_____	
Lunch Hour	_____			
Wednesday	From – To	From – To	From – To	Daily Total
Work Hours	_____	_____	_____	_____
Class Hours	_____	_____	_____	
Lunch Hour	_____			
Thursday	From – To	From – To	From – To	Daily Total
Work Hours	_____	_____	_____	_____
Class Hours	_____	_____	_____	
Lunch Hour	_____			
Friday	From – To	From – To	From – To	Daily Total
Work Hours	_____	_____	_____	_____
Class Hours	_____	_____	_____	
Lunch Hour	_____			
				Weekly Total

Signature of Applicant Date

Signature of Supervisor Date

Human Resources Date

Original White: Human Resources

Pink: Supervisor Keeps

Yellow: Employee Keeps