Hidalgo County Employee Competitive Tuition Scholarship Application & Guidelines Fall 2013-Spring 2014

Purpose

Hidalgo County is committed to the educational advancement of its employees and as a result, Hidalgo County offers an Employee Competitive Tuition Scholarship. **Two** scholarships per year will be awarded to eligible regular, full-time staff members who have been employed by Hidalgo County for at least one year continuously. **The scholarship will fund up to $1,000 per semester of eligible credit courses and fees from those courses taken at The University of Texas Pan American, for a total of up to $2,000 per year.**

Eligibility

Regular full-time staff are eligible for this scholarship one year from the date of hire. All eligible employees must complete the Employee Competitive Tuition Scholarship application and must have at least a 2.5 cumulative GPA on a 4.0 GPA scale. The employees must complete the FAFSA (Free Application for Federal Student Aid) to determine need and must complete an essay to be considered for this scholarship. All applicants will be judged and scored by The University of Texas Pan American Scholarship Office and the highest scoring applicant will be considered for this scholarship. Eligible employees must apply to UTPA to take courses that comply with a specified degree plan or are directly job related. A statement of educational purpose must be completed if a degree plan is not available.

General Guidelines

Eligible employees must first apply for Admissions to UTPA either online at www.applytexas.org or by contacting the New Student & Visitor Services Office at (956) 381-2999. You must be admitted to the university before becoming eligible for the Employee Competitive Tuition Scholarship. (Priority deadline for fall was February 1, but the late admission deadline to UTPA is August 9).

Employees who have applied for and are eligible for state or federal grants must first exhaust these funds before becoming eligible for the Employee Competitive Tuition Scholarship.

Eligible employees are required to submit their completed Employee Competitive Tuition Scholarship application to The University of Texas Pan American Scholarship Office.

SCHOLARSHIP DEADLINE for FALL 2013/SPRING 2014: August 16th, 2013

By Mail or In Person: **The University of Texas Pan American**
Student Financial Services Office, SSB 1.192
Edinburg, Texas 78539-2999

By Fax: **956-292-7892**

Eligible employees must ensure that their coursework is taken outside of normal working hours. If unavoidable, the employee should make prior arrangements for an alternative work schedule with his or her supervisor and/or use available comp or vacation time.

If an employee wishes to drop the course(s), he/she should do so before the 1st class day of the semester. Dropping the course(s) on or after the 1st class day, will result in the participant having to pay for the course(s) if he/she decides to retake the course(s).

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Responsibilities - Employees

1. Read and understand the Employee Competitive Tuition Scholarship Guidelines
2. Complete Section A of the application.
3. Make sure coursework is being taken outside normal working hours. If course is only offered during work hours, it is up to the employee to make prior arrangements for an alternative work schedule with his or her supervisor and/or use available comp or vacation time.
4. Submit required attachments including the following:
   - Degree Plan
   - Statement of Educational Purpose (if degree plan not available)
   - Essay questions
4. Application must be completed in full and submitted to UTPA's Scholarship Office **BY THE DEADLINE: August 16th, 2013.**

Responsibilities – Hidalgo County Office of Human Resources

1. Verify that employee has been employed for at least one year continuously in a regular full-time position. Human Resources will be contacted by UTPA's Scholarship Office after the application period is closed.

Responsibilities – UTPA's Scholarship Office

1. Validate that employee is not receiving Financial Aid grants and is meeting all scholarship requirements.
2. Verify with Hidalgo County Human Resources that employee has been employed for at least one year continuously in a regular full time position and is still employed before processing appropriate award amount for tuition and fees.
3. Verify application is complete.
4. Award appropriate amount for tuition and fees.
5. Keep copy for department records.

Hidalgo County Employee Competitive Tuition Scholarship Application Fall 2013-Spring 2014

1. **By submitting this application, the employee acknowledges that they have read and understand the appropriate guidelines which are an integral part of this application.**

2. **This application must be completed and submitted in full to The University of Texas Pan American Student Financial Services Office, SSB 1.192 Edinburg, Texas 78539-2999 or by fax: 956-292-7892**

A. EMPLOYEE INFORMATION

1. Student ID No._____

2. Employee Name: _____

Address _____City _____State_____ Zip_____

3. Department Name: _____

4. Semester/Year applying for: __FALL 2013/SPRING 2014_____

5. Total Credit Hrs: _____

6. Educational Plan Attached: Degree Plan

Statement of Educational Purpose
(Required if a degree plan is not available. If no degree plan, course must be directly job related.)

Please indicate what courses you are enrolling in:

7. Course Name	Section No.	Class Day/Time
_____	_____	_____
_____	_____	_____

8. Are classes being taken outside of the normal working hours? Yes No

If no, have prior arrangements been made with your supervisor for an alternative work schedule or the use of comp/vacation time? Yes No

_____ _____
Employee Signature Date

By signing you, the employee, agrees to all federal, state, and local regulations. You also agree to abide by the

requirements set forth by the Hidalgo County Employee Competitive Tuition Scholarship which will be enforced by The University of Texas Pan American Scholarship Office.

B. UTPA SCHOLARSHIP OFFICE APPROVAL

1. Cumulative GPA_____

3. Verify with Hidalgo County Human Resources that the employee has been employed for at least one year continuously in a regular full time position.

   a. Full time? Y or N b. date of hire: _____

Name of employee spoken with at Hidalgo County Human Resources:

_____

Any and all Hidalgo County employees shall meet all requirements set forth by the Employee Competitive Tuition Scholarship

1. The Hidalgo County Employee Competitive Tuition Scholarship will only pay for up to $1,000 per semester for tuition and fees at UTPA.
2. Student must maintain a 2.5 GPA or higher on a 4.0 GPA scale
3. Student must pass all classes he/she is enrolled for or will no longer be eligible for the Employee Competitive Tuition Scholarship
4. Scholarship is for tuition and fees only. Money will not be issued directly to student.
5. All classes should be taken outside normal working hours unless special arrangements have been made.
6. Hidalgo County HR must confirm that student is currently a full-time Hidalgo County employee for at least one consecutive year
7. If the student must withdraw for any reason the Employee Competitive Tuition Scholarship will be canceled and the student will owe UTPA for any charges accrued.
8. Student must first apply for financial aid. If financial aid grants are sufficient to cover tuition and fees, the student will not be eligible for the Employee Competitive Tuition Scholarship.
9. All recipients applying for the Hidalgo County Employee Competitive Tuition Scholarship will be chosen by The University of Texas Pan American Scholarship Office in order to ensure all requirements are being met

Does student meet all requirements

Yes ☐ **No** ☐

Financial Aid Recipient: Yes ☐ No ☐

Has Financial Aid been applied for: Yes ☐ No ☐

Verified By: _____ Date: _____

Entered By: _____ Date: _____

Scholarship Amount:_____

FOR SCHOLARSHIP OFFICE USE ONLY

Scoring: (total possible points that can be awarded – 100 points)

Years of Service _____ (20 points)

School or Community Service awards _____ (20 points)

Cumulative GPA _____ (20 points)

Essay _____ (40 points)

Total Points awarded _____

Please Complete Scholarship Essay Questions on Next Page, Section D.!

D. Essay Questions: Hidalgo County Employee Competitive Scholarship

Employee Name:	

Essay questions. You must answer both questions. If you need additional space please use additional paper when submitting this with your application. You may also type your responses, if you choose to do so, please attach them to your application.

1. Volunteerism builds character, and your application will be judged partly on what you have done to make life in Hidalgo County better. List and explain your community service/volunteer work below.

2. Choose from **one** of the following:
   a. **If you are given a chance to continue your education, what major would you pursue and why?**
   b. **Where do you see Hidalgo County in the next 10 years?**
   c. **How will your degree serve Hidalgo County?**

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