



## EDUCATIONAL STIPEND APPLICATION

EMPLOYEE NAME		SSN/ID #	
CLASSIFICATION		LOCATION	
MINIMUM DEGREE REQUIRED FOR POSITION:      High School Diploma/      _____      AA/AS _____      BA/BS _____      MA/MS _____ 12th Grade			
HIGHEST DEGREE EARNED	INSTITUTION AND DATE CONFERRED		

- . The minimum degree eligible for a stipend is a BA/BS.
- . An official transcript or copy of an official transcript with a verification stamp from your Human Resources Department for the highest level of degree held must be submitted to District Human Resources with this application in order to be considered for an educational stipend.
- . To receive an educational stipend, the employee must hold an earned degree from an accredited institution one level higher than the employee's current position requires.
- . Foreign transcripts must be evaluated by a NACES member for verification of degree(s) earned prior to submission.
- . Degree levels are: Bachelor, Master, or Doctorate.
- . An employee is eligible for no more than one degree stipend regardless of the level or number of degrees held.
- . The degree stipend will be effective the following first of the month upon receipt by your Human Resources Department and District Human Resources Department verification.

Employee Signature \_\_\_\_\_

Date Submitted \_\_\_\_\_

**DISTRICT HUMAN RESOURCES DEPARTMENT USE ONLY**

APPLICATION APPROVED BY \_\_\_\_\_ DATE \_\_\_\_\_

HIRE DATE \_\_\_\_\_

FTE \_\_\_\_\_ EFFECTIVE DATE \_\_\_\_\_ PID # \_\_\_\_\_

**DISTRICT PAYROLL SERVICES DEPARTMENT USE ONLY**

GL ACCOUNT NUMBER \_\_\_\_\_

DATE STPS SCREEN ACTIVATED \_\_\_\_\_

PPYD SCREEN VERIFIED \_\_\_\_\_

STRS \_\_\_\_\_ DATE LOADED \_\_\_\_\_

FUND NUMBER LOAD DATE \_\_\_\_\_

PERS \_\_\_\_\_ DATE LOADED \_\_\_\_\_