

University of West Florida Employee Textbook Scholarship Administration Guidelines

PURPOSE

The purpose of the Employee Textbook Scholarship Fund is to provide members of the University of West Florida staff with financial assistance in the pursuit of an associate, baccalaureate, or masters degree.

FUNDING

Funding of the Employee Textbook Scholarship Fund will come from contributions via direct donations or employee payroll deductions. Ten percent of all donations not specifically designated for either the Employee Textbook Scholarship Fund or the Employee Textbook Scholarship Endowment will be credited to the Employee Textbook Scholarship Endowment.

Further funding will be provided by periodic spending allocations from Employment Textbook Scholarship Endowment earnings as determined by UWF Foundation policies.

AWARD LIMITS

The Employee Textbook Scholarship will be a **full textbook scholarship** for the fall and spring semester of the academic school year. Individuals may apply for this scholarship each semester but will be limited to two consecutive awards at which time a period of one semester's break will be required before applying again. The amount of funds available will determine how many textbook scholarships will be given in any one semester. The scholarship recipient must provide the Employee Textbook Scholarship Committee Chair with a receipt for purchase of textbooks within two weeks of the start of term. **IF CLASS IS DROPPED BY RECIPIENT, SCHOLARSHIP MUST BE REPAID.** Preference will be given to undergraduate applicants.

ELIGIBILITY OF APPLICANTS

To be eligible for consideration for an Employee Textbook Scholarship, an employee must:

1. Have been employed as a full or part-time staff employee in permanent status by the University of West Florida for a minimum of twenty-four (24) consecutive months.
2. Be enrolled in or be accepted for admission into an associate, baccalaureate, master's, specialist, or doctorate degree program at an accredited institution.
 - Employees on educational leave from UWF may apply for and receive scholarship assistance.
 - Employees on academic probation at the institution they are attending will not be eligible

for scholarship assistance.

- There is no requirement that the applicant's chosen field of study be job-related.
- A 2.5 minimum GPA for undergraduate and 3.0 minimum GPA for Graduate, Specialist, and Doctorial students must be maintained.

APPLICATION PROCEDURE

Scholarship applicants must submit the following:

1. A completed **Employee Textbook Scholarship Award Application** by the date indicated on the application, generally two months prior to the first day of classes for the semester under consideration. **LATE APPLICATIONS WILL NOT BE ACCEPTED!** Applications may be obtained from any member of the Employee Textbook Scholarship Awards Committee or by printing a copy from the Staff Senate Web page (<http://uwf.edu/staffsenate>).
2. **From those attending college or UWF for the first time**, a copy of the applicant's notification of acceptance to an accredited institution.
3. **From those who have previous college attendance**, a copy of the grade transcript or most recent grade report from that institution must be submitted with application.
4. **From first-time applicants**, letters of reference from any two of the following: a UWF employee in a pay grade higher than that of the applicant; an academic advisor; or a co-worker.
5. **From ALL applicants**, submission of a personal statement of educational and career objectives which must be a one page, single spaced, typewritten essay. Statement should include why you chose the major and what you intend to do upon completion of your degree.
6. **From first-time applicants and prior applicants applying for the first time in more than one year, a completed Verification of Employment and Staff Status.**

APPLICATION REVIEW

Upon receipt, application packages will be reviewed for completeness. Any application deemed incomplete will be returned to the applicant with the missing information and/or items clearly indicated. The applicant will have this **one** opportunity to properly complete and return the application package **within two working days of notification** of such a request by a member of the Employee Textbook Scholarship Awards Committee. The date, time, method, and circumstances of such a request will be noted on the application checklist by the Committee.

Completed applications will be considered based on the following criteria and the points earned for each from the weighted scale. A minimum of sixteen points must be earned in order to be eligible.

Application portion of criteria:

Class	Freshman	Sophomore	Junior	Senior	Graduate/ Specialist/ Doctorial
Points Earned	5	4	3	2	1

Cumulative GPA	4.00 - 3.60	3.59 - 3.00	2.99 - 2.50		
Points Earned	3	2	1		

Number of Years Employed	10+	6 - 9	4 - 5	2 - 3	
Points Earned	4	3	2	1	

Essay portion of criteria:

Readability	Excellent	Outstanding	Good	Fair	Poor
Points Earned	5	4	3	2	1

Spelling, Punctuation	Excellent	Outstanding	Good	Fair	Poor
Points Earned	5	4	3	2	1

Expression	Excellent	Outstanding	Good	Fair	Poor
Points Earned	5	4	3	2	1

TOTAL SCORE:	
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RESPONSIBILITIES OF THE STAFF SENATE TEXTBOOK SCHOLARSHIP AWARDS COMMITTEE:

1. The Committee will inform each applicant, in writing, within five (5) working days of the final decision of the approval or denial of their application. Any denial notification will

cite the specific guideline/requirement that was not met or fulfilled.

2. Upon receipt of the completed **Statement of Intent and textbook receipt** from an awardee, the Committee Chair will submit a completed Employee Textbook Scholarship Check Request to the Foundation Office for the amount of textbooks purchase.
3. The Committee Chair will inform any campus and/or internet publications of upcoming application deadlines.
4. *The Committee's decision on any application will depend solely on the accuracy of the application and its supporting documentation. The Committee will not be held responsible for misstated information provided by the applicant, which may result in denial of the application.*

RESPONSIBILITIES OF THE AWARDEE

1. ***Important:*** With their written notification of approval, each awardee will receive a **Statement of Intent** form to be completed and returned along with textbook receipt to the Employee Textbook Scholarship Awards Committee. **AWARDS WILL NOT BE DISBURSED UNTIL THE REQUIRED FORMS ARE RETURNED!**
2. It is the responsibility of the awardee to pick up the award check from the Foundation Office. Checks should be available within one week of the awardee returning the **Statement of Intent and textbook receipt** to the Employee Textbook Scholarship Awards Committee.

GRIEVANCES

1. If an applicant is denied an award and feels the award was wrongly denied, the applicant may submit a written grievance to the Employee Textbook Scholarship Awards Committee Chair within five (5) working days of the date of the denial notice with a copy of the letter forwarded to the Staff Senate chair (the grievance may be submitted via email).
2. The Employee Textbook Scholarship Awards Committee Chair will present any grievance to the Staff Senate Executive Board at its next regularly scheduled meeting. All documentation related to the application will be presented to the Executive Board for its consideration. The Committee Chair should be prepared to cite the specific scholarship application guideline/requirement that was not fulfilled.
3. If the Executive Board finds the denial was justified, no further action will be needed. The Employee Textbook Scholarship Committee's denial will stand and the applicant will be notified in writing.

If, however, the Executive Board finds that the grievance is justified, they will present a

motion to override the denial to the Staff Senate at its next regularly scheduled meeting. The motion will require a two-thirds majority of those in attendance to pass. The applicant will be notified of the Senate's decision in writing by the Staff Senate Chair.