



Employee Transfer Scholarship

Name:

Last

First

Middle

Address:

Street

City

State

Zip

Phone:

Email:

Department:

Position:

Degree Seeking:

Major:

College Attending:

**Expected Semester/Year
of Graduation:**

**Semester for Request
(Fall/Spring/Summer):**

Date Semester Begins:

List the courses in which you're enrolled for the current term:

Course Name	Course Number	Hours of Credit

Any monies paid to you under the Employee Transfer Scholarship program will be considered a taxable "fringe benefit." According to the IRS, a fringe benefit is a form of pay other than money for the performance of services as an employee and is considered taxable income. These earnings will not have any taxes withheld at the time of reimbursement; however, they will be reported on your annual W-2 as taxable earnings.

Required Signatures:

Employee

Date

Immediate Supervisor

Date

Dean/Director

Date

Executive Administrator

Date

Director of Human Resources

Date

To be eligible for the Employee Transfer Scholarship, individuals must:

- Be a full-time employee.
- Be employed for a minimum of 3 continuous months prior to making application.
- Be on active work status.
- Be in good standing with his/her department with no formal discipline proceedings within the six months prior to application.
- Obtain the approval of his/her supervisor. Approval will be based on the strategic needs of the college.
- Be requesting reimbursement for college-level courses at accredited institutions other than Grayson College. If a course is offered at Grayson College, there will be no reimbursement through this program at another college.

Other Important Details (How this Works):

- The scholarship shall be \$200 per term with no more than \$600 per fiscal year to be awarded to an individual through the completion of the defined goal.
- Employees get reimbursement at the beginning of the semester for the first course.
- Employee must earn a C or better in order to be considered for future funds, which will be disbursed at the beginning of each semester.
- In return for receiving an Employee Scholarship, the employee shall be obligated to a period of employment based on the number of semesters reimbursed.
 - Reimbursement of \$200 shall require six months for staff or one-half of the total annual contract for faculty.
 - The work obligation shall begin on the date the payment is received. If the employee resigns or is discharged prior to fulfilling the work obligation, the employee shall have the prorated balance deducted from his or her final paycheck as authorized on the signed request for Employee Transfer Scholarship.
 - Completion of a degree plan (other than PhD) shall not be the basis for automatically upgrading the employee's salary or reclassifying the employee's position with the College.
- The application for the Employee Transfer Scholarship must be submitted prior to the completion of the course to be awarded funds for that term.

Procedure:

- Employee enrolls in course.
- Employee applies for scholarship by submitting application, proof of registration and previous term's grades *if* the employee received a scholarship for that term.
- If awarded, funds will be released prior to the conclusion of the term.
- In order to request funds for a future semester, employee must provide documentation of successful course completion (C or better).
- If a course is not successfully completed for which a scholarship was awarded, funds will not be awarded for future coursework until the employee completes another course with a C or better.