2019-2020

VINCENNES UNIVERSITY

**SUPPORT STAFF SCHOLARSHIP GUIDELINES**

# PURPOSE

The purpose of the scholarship is to promote Support Staff in a positive manner and open communication and interaction among Support Staff.

## AVAILABILITY

1. Scholarships will be awarded for one (1) succeeding academic year. An academic year is defined as August through May (Fall and Spring Semesters).
2. The number of scholarships and monetary value of each will be determined by the Support Staff Council Board of Directors on an annual basis.
3. This scholarship is available to students attending classes offered by VU.
4. Scholarship monies will be divided equally between semesters for one academic year.
5. Each applicant is allowed only one (1) entry per lottery drawing per year. Applicants/recipients may reapply each year.
6. VU’s fee remission of 3 credit hours for employees or ½ tuition for dependants will be credited against the student’s account prior to the receipt of the scholarship benefits.
7. The scholarship monies may only be used by the student for tuition, lab fees, or textbooks up to the full amount of the scholarship.
8. A public drawing for Scholarship winners will be held annually at the summer staff party.

# ELIGIBILITY/CRITERIA

1. Any full-time Support Staff member (as defined in the Support Staff Council By-Laws, Article III, A) employed at any VU site, their spouse, and/or children may apply. Children will be defined as:

* Natural children
* Adopted children
* Stepchildren
* Grandchildren
* Those placed under the legal guardianship of the support staff employee
* There is no age limitation for children.

1. The recipient must maintain a GPA of at least 2.5 during the semester in order to be considered eligible in subsequent years.
2. Should a recipient forego the use of his/her SSC scholarship, it will be awarded to an alternate winner that was chosen at the summer staff party.
3. If the recipient withdraws from VU, the Refund Policy (as outlined in the *Vincennes University Catalog*) would be followed, and monies would revert back into the scholarship fund for immediate distribution to an alternate winner for use during the remainder of the academic year.
4. All applications must be complete (including signatures) and meet the criteria in order to be eligible for a scholarship.
5. **As a way of supporting the Support Staff Scholarships, the support staff member who receives a scholarship (or on behalf of his/her spouse, and/or children as defined under “Eligibility/Criteria, item 1”) agrees to actively participate in the fall Support Staff Council fundraiser or they will not receive any pending monies.**

*Revised 6/15*

**2019-2020 VINCENNES UNIVERSITY**

# SUPPORT STAFF SCHOLARSHIP APPLICATION

**THIS SECTION TO BE COMPLETED BY THE STUDENT APPLICANT.**

**Name**

**Permanent Mailing Address**

**Telephone # VU ID# A**

**Birth date Are you eligible for VU Employee Tuition Benefit?  Yes  No**

**THIS SECTION TO BE COMPLETED BY THE SUPPORT STAFF EMPLOYEE.**

Name

Permanent Mailing Address

## Telephone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_VU ID # A

VU DEPT. IN WHICH YOU ARE EMPLOYED

VU Phone # Relationship to Applicant

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Permanent Mailing Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Telephone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Social Security # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Birthdate \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

If I as a support staff member or my spouse or children is awarded a Support Staff Scholarship**, I agree to actively participate in the fall Support Staff Scholarship fundraising activity or I will not receive monies for the spring term**.

I certify that I read the application information provided and understand this information. (Application must be signed.)

Student Applicant Signature Date

VU Support Staff Employee Signature Date

#### DEADLINE TO RETURN APPLICATION IS WEDNESDAY, JUNE 28, 2019

**PLEASE RETURN THIS COMPLETED APPLICATION TO:**

Deana Hartzburg HSB09 - Homeland

E-mail:dhartzburg@vinu.edu