

The University of Texas at Tyler Staff Development Scholarship Application

STUDENTS MUST BE REGISTERED FOR THE APPROPRIATE SEMESTER BEFORE APPLICATIONS WILL BE ACCEPTED.

PLEASE RETURN THIS FORM TO THE FINANCIAL AID OFFICE NO LATER THAN ONE WEEK PRIOR TO THE FIRST DAY OF CLASS.

Name

Department

Student ID Number

Academic Year

Semester

The University of Texas at Tyler Staff Development Scholarship is available to all full-time (100% time appointment) employees.

The following guidelines are applicable to employees who participate in the Staff Development Scholarship Program.

1. **ELIGIBILITY CRITERIA:** Must be full-time (100% time appointment) employee.
2. **ENROLLMENT and PAYMENT:** The Staff Development Scholarship will pay the full amount of resident or non-resident tuition and fees up to a maximum of six (6) credit hours each semester.
3. **TERMS AVAILABLE:** Fall, Spring, Long Summer Semester, Summer I, Summer II
4. **PROGRAM ADMINISTRATION:** This program is administered through the Division of Enrollment Management—Office of Financial Aid.
5. **APPLICATION PROCESS:** Candidates must complete a Staff Development Scholarship application for each semester they plan to attend classes. Completed applications must be submitted to the Financial Aid Office no later than one week prior to the first day of class.

NOTE:

- Eligible employees enrolled in internet or TeleCampus courses are eligible for courses provided by UT Tyler only.
- The Staff Development Scholarship may not be used to audit courses.
- Retirees are not eligible for the Staff Development Scholarship.
- In the event the employee terminates employment with UT Tyler, the scholarship terminates at the end of the current semester.
- Recipients of scholarships under this program are not eligible for any other UT Tyler scholarship.

I have read the above-mentioned guidelines and understand that all requirements must be met in order to receive the scholarship.

Employee

Date

With few exceptions, you are entitled on your request to be informed about the information The University of Texas at Tyler collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have The University of Texas at Tyler correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in The University of Texas System Business Procedures Memorandum 32. The information that The University of Texas at Tyler collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.