



## FAU Employee Educational Textbook Stipend Policy

The textbook stipend/scholarship will provide selected employees currently using the FAU Employee Educational Scholarship Program (EESP) tuition for the same semester, a cash award based on established criteria and available funding. The award is designed to help offset the expenses associated with the purchase of required course textbooks. Ten (10) scholarships will be granted during each fall and spring semester with a cash value of up to \$250 each. This payment will be distributed to your student account through the Financial Aid Office.

The following information outlines the eligibility criteria to compete for the EESP Text Book Scholarship:

### **Eligible stipend recipients must:**

- 1) Be a full-time benefits-eligible FAU employee in good standing and employed for a minimum of one year with a salary of \$40,000 or less per year.
- 2) Be currently enrolled as a degree-seeking student pursuing their bachelor's, master's, or doctoral degree and using the EESP program for the same semester. Only one submission may be allowed per semester.
- 3) Must have a minimum cumulative GPA of 3.00 or better.
- 4) Complete and submit this Textbook Stipend Application, along with a Statement of Financial Need including a valid FAFSA which is current and on file in the FAU Financial Aid Office. Must also supply receipts for books purchased by these deadlines: August 31<sup>st</sup> for the Fall semester and January 31<sup>st</sup> for the Spring semester.
- 5) Funding is limited; therefore, the Selection Committee will coordinate the selection of awardees based on the existing criteria, with priority given to applicants as follows:
  - a) Statement of Financial Need, <http://www.wikihow.com/Write-a-Financial-Aid-Statement>
  - b) Cumulative grade point average
  - c) Years of Service with FAU



## Application for FAU Textbook Stipend

<b>Name:</b>	<b>Z#</b>
<b>Date of Hire:</b>	<b>Current annual salary:</b>
<b>Degree Pursuing:</b>	<b>GPA as of prior semester:</b>
<b>Books to be reimbursed under stipend:</b>	<b>Costs (attach receipts)</b>
<b>1.</b>	\$
<b>2.</b>	\$
<b>3.</b>	\$
<b>4.</b>	\$
<b>5.</b>	\$
<b>6.</b>	\$

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

1. To be eligible, the employee must have submitted an approved Employee Educational Scholarship Program (EESP) form by the specified deadline and attached a copy of the approved EESP form to this application. Must complete this Textbook Stipend application, with all documentation required, including receipts for books purchased for the class listed on the EESP form.
2. The textbook stipend is intended to cover the major book costs for the approved EESP course(s). This does not include basic school supplies such as paper, pens, notebooks, ink cartridges or other computer supplies.
3. Keep your receipts, they are required. If purchasing online, you need to report the amounts you actually paid for the textbooks including the shipping charges, not the price you would have paid on campus.
4. All documentation to support Degree, FAFSA, and credits completed is required and should be attached to this application.

***Return completed Application to Human Resources Dept., IS-4, Room 234***

HR Approval: \_\_\_\_\_ Date Rec'd: \_\_\_\_\_

Stipend Journal submitted to Student Financial Aid: Date: \_\_\_\_\_