



## SYSTEM STAFF COUNCIL

### SYSTEM OFFICES STAFF SCHOLARSHIP PROGRAM

(Admission to an institution of Higher Education must be completed and approved by the application deadline.)

Name: \_\_\_\_\_ UIN#: \_\_\_\_\_  
Department: \_\_\_\_\_ Phone #: \_\_\_\_\_  
E-Mail Address: \_\_\_\_\_ Semester:    Fall    Spring Year: \_\_\_\_\_

**Please attach a copy of your enrollment verification dated no more than 15 business days prior to the application due date.**

**Note:**

Please be aware that if the sum of all educational assistance received due to your status as an employee of TAMUS exceeds \$5,250 in any calendar year, the overage will be subject to both FICA (Social Security & Medicare) and Federal Income Tax. TAMUS educational assistance includes the Employee Tuition Assistance, The Barry B. and Sandra Thompson 'Brass Ring' Endowed System Administrative and General Office Employee Scholarship, and/or the Staff Council Scholarship. For questions please email [so-payroll@tamus.edu](mailto:so-payroll@tamus.edu).

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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**DEPARTMENTAL APPROVAL**

Employees are eligible to utilize up to three hours of education release time via [System Regulation 31.99.01](#). If you have any questions regarding arrangements for time off, please contact the HR Office at [systemofficesemployment@tamus.edu](mailto:systemofficesemployment@tamus.edu) or at (979)458-6169.

Arrangements for time off to attend classes are acceptable and class attendance will not interfere with the accomplishments of duties or the work of the department.

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

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*Scholarship Committee Only:*

*Date Received:* \_\_\_\_\_

*Approved:* \_\_\_\_\_

*Date Funded:* \_\_\_\_\_

*Funding Amount:* \_\_\_\_\_