

**DCCCD
PSSA Executive Council
Reimbursement Scholarship Application Guidelines**

The purpose of the PSSA Reimbursement Scholarship is to enhance the level of achievement and excellence of the PSSA members by providing scholarships to the PSSA members to pursue their degree oriented educational goals beyond the Associates degree.

The DCCCD PSSA Scholarship Endowment is overseen by the DCCCD Foundation. Funds will be raised by donations to the PSSA Scholarship at the DCCCD Foundation (especially during the State Employee Charitable Campaign using code: 2853552 written to "PSS Scholarship Fund"), and fund-raising activities.

The amount of the award will be up to \$200.00 per calendar year. Scholarships will be awarded during the Spring semester of the application year.

The DCCCD PSSA Reimbursement Scholarship was established by an endowment from the District Foundation, Inc. and by PSSEC Scholarship Fund to assist PSSA employees with the completion of their advanced degrees. Funds will be awarded based upon the amount of funds available, recommendation of the PSSA Reimbursement Scholarship Committee, and by a vote of the PSS Executive Council (PSSEC).

PSSEC Reimbursement Scholarship Committee

1. The PSSEC President shall appoint the chair of the PSSA Reimbursement Scholarship Committee. The committee members shall be selected from the members of the PSSEC. The committee will send recommendations concerning the amount(s) to be awarded; any updated procedural issues, guidelines and criteria to the PSSEC for approval.
2. If needed, the committee chair will send copies of the applications to the committee members for review and response. The committee members will respond to the chair in a timely manner.
3. The committee will make its recommendation(s) to the PSSEC which shall be approved by majority vote of the PSSEC.
4. The committee chair will sign the applications as approved or denied. The chair will notify the applicant(s) of the status of their application offering congratulation if approved or reasons for denial within 30 days of the PSSEC vote. It will be the responsibility of the committee chair to keep accurate records of applications and their award status.
5. Scholarship checks will be awarded during the Spring semester following application deadline.
6. Flyers, brochures, applications and any pertinent information pertaining to the promotion of the PSSA scholarship will be the responsibility of each PSSA location president.
7. DCCCD PSSA Reimbursement Scholarship committee members requesting scholarship funds must step down from the committee.

Eligibility requirement to qualify:

Applicants must be a current and paid PSSA member of at least one year and

- a. A full time or limited full-time employee with one year of continuous employment with the district
or
- b. A part time employee with at least two years of continuous employment,
or
- c. A full-time or limited full time employee with less than one year of service who worked as a part time employee with at least two years of continuous employment.

Guidelines

1. Applications are accepted beginning December 1st in the calendar year in which the applicant was enrolled in classes. (January-December)
2. Only completed applications will be forwarded to the scholarship committee chair for review. It is the employee's responsibility to complete the application and submit all documents to the location PSSA president before the published deadline. Any application packet received by the location president after this date will not be accepted.
3. Applicants should expect to receive a response from the scholarship committee chair no later than 30 days after the PSSEC's vote.
4. Reasons for denial could include lack of available funds, exceeding the limit of funds available per applicant, incomplete application packets and missing the stated deadlines.
5. Applicants denied an award may appeal to the PSSEC president in writing. The letter must state clearly the applicant's reason for the appeal. The PSSEC president and the PSSEC will review the application and the appeal. The PSSEC's decision on the appeal will be final. The applicant and the location PSSA president will be notified of the decision in writing by the PSSEC President.
6. Funds are made available on a reimbursement basis only upon completion of coursework.

Procedures

Applicants may obtain the necessary applications from the location PSSA President.

1. A complete application package must include the following items, packaged in the order below:
 - DCCCD PSSA Reimbursement Scholarship Application
 - DCCCD District Foundation Employee Scholarship Form
 - Copy of all transcripts (showing min. of 70 credit hrs or Associate Degree)
 - Typed Essay
 - Grade Report
 - Degree Plan (current courses highlighted in yellow)
2. Applicant submits the completed application packet to the PSSA location president no later than the end of the 3rd business day of the new calendar year. The location president must keep a log of every employee applying for the scholarship.
3. The PSSA location president will sign off on application packets as completed and received before the published deadline date and will forward the completed application packets to the PSSA Reimbursement Scholarship Committee Chair.

Application Process

1. Applicants must complete and submit two forms: the **DCCCD PSSA Reimbursement Scholarship Application** and the **DCCCD District Foundation Employee Scholarship Application** form. Both forms are available on the web.
2. Applicants must submit a typed one-page essay indicating academic and professional plans and how this/these courses have helped attained goals. Attachment must be typed, double-spaced, font size of 12, and in Times New Roman font.
3. Applicants must provide a copy or unofficial set of all transcripts indicating a minimum of 70 credit hours accumulated or a minimum of an Associate's degree.
4. Applicants must submit a copy or an unofficial degree plan from the institution of choice indicating requirements for specific courses and with the current courses highlighted in yellow. Special circumstances will be considered by the scholarship committee.
5. Applicants must submit a copy or unofficial evidence (e.g., grade report) indicating successful completion of a course(s) with a grade of "C" or better.

**DCCCD
PSSA Executive Council
Reimbursement Scholarship Application**

Application Date: _____

Employee Information:

ID# _____

Name: _____

Email _____

Work Phone # _____

Home/Cell Phone # _____

Location: _____

Department: _____

Classification: (check one) Full Time _____ Limited Full Time _____ Part Time _____

Date of Hire with the District: _____

Course Information:

Semester/Year you are applying for _____

Please list the course(s) you are requesting scholarship for: _____

Institution Attending: _____ Current GPA: _____

Degree I am seeking - my: Bachelors _____ Masters _____ PhD _____ in _____

Scholarship Information:

Have you previously applied for and received a DCCCD PSSA scholarship? Yes _____ No _____

If Yes, when? Semester _____ Year _____

Document Attachments Checklist (in order)

DCCCD PSSA Reimbursement Scholarship Application Typed Essay
 DCCCD District Foundation Employee Scholarship Form Grade Report
 Copy of all transcripts (showing min. of 70 credit hrs or Associate Degree) Degree Plan (current courses highlighted)

I have read the scholarship guidelines and understand the requirements as stated.

Signature_____
Date

Submit all documents to your location PSSA President by the specified date.

Please do not write below this line – for PSS Executive Council and location PSSA President use only

Location President – Once all paperwork is complete, sign and date below. Keep a copy for your location records. Return application package to the scholarship committee.

All paperwork is complete _____
Location PSSA President Signature

Date Verified

Approved: _____
(Signature of PSSA Scholarship Committee Chair)

Denied: _____
(Signature of PSSA Scholarship Committee Chair)

Amount Awarded: _____

Reason for Denial: _____

PSSA EC Scholarship Chair notified applicant via email on ____/____/____ on decision of the scholarship.

Dallas County Community College District (DCCCD)
PSSA-Professional Support Staff
Association Reimbursement Scholarship

The Dallas County Community College District (DCCCD) PSSA Reimbursement Scholarship Fund was established to provide financial support for DCCCD Professional Support Staff Association members who are working to complete their degree above an Associate's degree. Funds are made available on a *reimbursement-basis only*. *The recipient must show unofficial evidence (e.g., grade report) indicating successful completion of a course(s) with a grade of "C" or better by sending evidence to your location PSSA President.*

Amount of Award	Up to \$200 per calendar year
Number of Awards Per Year	Varies, as per available funds (determined by the PSSEC Scholarship Committee)
Source of Funds	Contingent upon available funds from possible sources such as: Permanent endowment, PSSEC fundraising events, and PSSA donations
Designated College	All DCCCD Colleges
Eligibility Criteria	Applicants are required to be a full-time or limited full-time professional support staff association member with one year of continuous active employment or part-time professional support staff association members with two years continuous active employment at the time of application.
Application Process	<p>Applicant must submit the following:</p> <ul style="list-style-type: none"> • DCCCD PSSA Reimbursement Scholarship application form • DCCCD Foundation application form • Unofficial degree plan • Unofficial college transcripts • Typed, one-page essay describing why the employee is deserving of this scholarship, including a clear statement of academic goals and career plans, (<i>The essay must be only one page. The essay must be formatted in 12 point font and double spaced with one-inch margins, and in Times New Roman font.</i>) <p>Applications are available online at:</p>
Deadline	<p>Applications are accepted beginning December 1st in the calendar year in which the applicant is enrolled in classes.</p> <p>Applicant submits the completed application packet to the PSSA location president no later than the end of the 3rd business day in January of the new calendar year.</p> <p>Scholarships are granted for fall, spring, and summer sessions.</p>