

STIPEND PROGRAM

HEAD START of Greater Dallas, Inc. (HSGD) will provide financial assistance to employees, who are pursuing a Bachelor's or Master's degree in a field related to the mission of HEAD START of Greater Dallas, Inc. from an accredited college or university, including online degree programs. This program is specifically for staff who have already made a substantial investment in their degree. When appropriate funds are available, HEAD START will award a sum of money to employees enrolled in college courses at an accredited college or university. The sum is presently \$500/semester. Employees may participate in this program when:

- A. Funds are available, and
- B. Such educational activities are presently beneficial to HEAD START or with reasonable certainty will be in the foreseeable future.

PROCESS:

Application Requirements for the College Stipend

- A. The employee must have at least one year of employment with this agency and no major disciplinary actions taken against the employee within the year prior to applying for a stipend award.
- B. The employee must submit the following documents to Staff Development Department.
 - 1. A LETTER requesting stipend assistance from the employee including theirs and their supervisor's signature. The letter must:
 - a. certify one or more years of employment at HSGD
 - b. name the degree being pursued
 - c. how the degree is related to the HSGD mission statement and their job
 - d. specify an estimated graduation date
 - 2. A TRANSCRIPT copy showing a minimum of twelve hours remaining in the degree program and a Grade Point Average (GPA) of 2.8 or better.
 - 3. An ENROLLMENT RECEIPT showing current enrollment in classes.
 - 4. A copy of the GRADE REPORT that includes final grades for the semester. Staff member must complete class with a "C" or better.

C. Submit all this information (except the Final Grade Report) after registration to Staff Development. Submit the Grade Report after the end of the semester. Award monies are granted after the end of the semester if grade criteria is met.

D. Dates for submission of Stipend requests are:

Fall Semester Requests should be submitted by September 15th.

Spring Semester Requests should be submitted by March 1st.

Summer Semester Requests should be submitted by June 15th

Notification of approval for award will be given by email by the end of September for the Fall semester and March 15th for the Spring semester and July 1st for Summer.

Check will be awarded directly to staff member within (60) days after Staff Development receives the final semester grade.

E. Employees will provide the agency with copies of grade reports after each semester the stipend grantee is involved with the Stipend Program.

F. Employees will forfeit any future stipend awards if GPA falls below 2.5.

GUIDELINES:

A. Employees enrolled in CDA or Associate degree programs that are funded by the agency are excluded from this program.

B. The total amount any employee may receive while employed by HSGD may not exceed \$3,000 or three years of education for any degree.

C. The stipend program applies to local colleges and universities and online degree programs that meet HSGD accreditation guidelines.

D. The stipend will be awarded to the employee within sixty days of semester grade submittal to Staff Development. It is intended to defray the cost of tuition and books. The agency is not responsible for contacting the college or making payments to the college.

E. THIS PROGRAM MAY BE SUSPENDED AT ANY TIME WITHOUT NOTICE, when funds are not available or when it is no longer mutually beneficial to the agency and the employee.

F. These funds are limited. When there are more requests than available funds, staff will receive awards based upon the following point system:

1. Longevity 1 point per year
(Length of present employment)
2. Cumulative Grade Point Average (GPA) . . . 1 point per .5
(GPA in Degree Plan)
3. Percent of Degree Completion 3/4 point per 10%
4. Average Hours per semester taken 1 point per Hour

G.Applications will be screened by the Staff Development Department to ensure compliance with required criteria.