

REQUEST FOR COLLEGE COURSE TUITION ASSISTANCE

Head Start of Greater Dallas, Inc. is committed to helping its staff complete educational goals that will allow them to develop professionally in way that will equip them with knowledge and tools needed to effectively perform the duties required by their position.

The college course tuition assistance program is available to all staff members who have successfully completed 90 days of consecutive employment with HSGD. This program is designed to assist teachers and special services staff members obtain an Associate Degree in an Early Childhood Education related program. Currently, HSGD partners with the Dallas County Community College District for such degree programs so staff members interested in receiving tuition assistance must register for the degree program at one of the DCCCD colleges.

To request tuition assistance through this program, please follow the steps below:

1. Speak with your Education Specialist and let them know of your interest.
2. Enroll in an Early Childhood Education related Associate Degree program through Dallas County Community College District.
3. Obtain an Advisory Report, Degree Plan and Registration Summary Receipt after registering for classes.
4. Log in to HSEIS and complete the College Course Request Form and attach the Advisory Report, Degree Plan and Registration Summary Receipt. Please be sure to fill in all requested information on the form, including your personal contact phone number.
5. Once the Staff Development Department receives it, we will review it to be sure the form is completed correctly, you have attached the required documents, and you have registered for courses that are in your degree plan.
6. If everything is correct, Staff Development will approve the request and submit a payment letter to DCCCD on your behalf, which will cover your tuition and books for the semester. You will also receive a copy of this letter via email.
7. If the form is not completed correctly, has missing information, or does not have the Registration Summary Receipt and Degree Plan and Advisory Report attached, your request will be rejected. You will have to resubmit the form with the corrections.
8. All request forms should be submitted a minimum of **3 weeks prior to the due date** on your Registration Summary Receipt to ensure your payment letter is processed in time. The Staff Development department is not responsible for courses being dropped due to lack of payment when the request is not submitted in time for the payment to be made by the due date. We have the right to reject requests that are not submitted as stated.
9. DCCCD business office staff should enter your tuition and book payment status into their system which should be accessible to the Financial Aid department and the book store.
10. Keep a copy of your letter with you and present it to the book store when purchasing books.
11. This process needs to be repeated each semester, however, **the Advisory Report and Degree plan only needs to be submitted the first time** you participate in HS.
12. After your first request, all subsequent requests should have the Registration Summary Receipt and your final grades for the previous semester.

NOTE: College Course Request/Sponsorship Letters are processed by last name in alphabetical order. The alphabet letters A-M is processed by Christine Leal at cleal@hsgd.org and letters N-Z are processed by Jackie Wilson at jwilson@hsgd.org