



**Governors
State
University**

CIVIL SERVICE EDUCATIONAL ASSISTANCE AWARD

**Civil Service Senate
University Park, IL 60484-0975**

ABOUT THE ASSISTANCE AWARD

The Civil Service Educational Assistance award was established in 1984 to encourage GSU Civil Service Employees, their spouses, and dependent children to further their education and to promote career advancement and self-improvement. The award is underwritten through contributions and fundraising activities by the Civil Service Senate. Donations to the Educational Assistance Fund by check or payroll deduction and are tax deductible. For Fall Semester 2013, the Civil Service Senate select will select five applicants to receive the Educational Assistance award in the amount of \$250.00.

THE APPLICATION DEADLINE IS SEPTEMBER 30, 2013

ELIGIBILITY/QUALIFICATIONS

- GSU Civil Service Employees, their spouses, and dependent children living at the same address as the employee are eligible. Dependent applicant must be 24 years of age or younger and must present current W-2 forms or other tax documents as proof of dependency.
- The GSU Civil Service Employee as the applicant, spouse or parent must have the equivalency of two years full-time employment at GSU.
- The applicant must be pursuing an undergraduate, graduate degree or advanced degree and must already be admitted into a college program.
- The applicant must be enrolled in, or planning to enroll in, a minimum of three (3) credit hours that are either prerequisites or required courses necessary for completion of the degree program.
- The applicant must have a current cumulative grade point average (GPA) equivalent to a "C" or above. Graduate applicants must have a cumulative GPA of "B" or above.
- The applicant is allowed a lifetime maximum of five (5) Civil Service Educational Assistance awards.

APPLICATION PROCESS

- Complete the Educational Assistance award application.
- Write a 1-2 page(s) typed double-spaced essay that describes applicants:
 - Educational and career goals.
 - Your community service and educational extracurricular activities.
 - Any awards, memberships, merits and etc as it relates to your educational and career goals.
- **Provide official copies of the most recent available transcripts.**
- Provide an up-to-date copy of any current course schedule.
- Return the application and required documents to:
**Governors State University, Attn: Stephanie Juarez, Room C1360,
1 University Parkway, University Park, IL 60484**

SELECTION PROCESS

To ensure fairness, the application has been designed so that the applicant's identity is protected. A GSU Human Resources staff member reviews the application to verify that all required information is provided. Then the application and materials are forwarded to the Civil Service Educational Assistance Award Committee for review. The selection of a winner is based on the information provided, the student's GPA and essay. Should it become necessary, committee members have the option of interviewing applicants.

GSU CIVIL SERVICE EDUCATIONAL ASSISTANCE AWARD APPLICATION

PLEASE PRINT OR TYPE

Name _____ Birth date / / Social Security Number - -

Address _____ Telephone ()

City _____ State _____ Zip _____

College Information

College Name _____ Telephone ()

Address _____

City _____ State _____ Zip _____

Date of Admission	GPA	Full-time <input type="checkbox"/>	Part-time <input type="checkbox"/>
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Freshman <input type="checkbox"/>	Sophomore <input type="checkbox"/>	Junior <input type="checkbox"/>	Senior <input type="checkbox"/>	Graduate <input type="checkbox"/>	Advance Degree <input type="checkbox"/>
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Degree Program: _____

GSU Employee Information

Name of GSU Employee/Relative _____ GSU ID # _____

Relationship _____ Years of Service _____ GSU ext. _____

ESSAY: Please attach a 1-2 page(s) (typed, double spaced) essay that **CLEARLY DEFINES** your:

- **Educational and career goals.** (This is not a need based scholarship)
- **Your community service and educational extracurricular activities.**
- **Any awards, memberships, merits and etc as it relates to your educational and career goals.**

In an attempt to make the selection process as fair as possible, this part of your application will be extrapolated by a non-committee member and then forwarded to the committee. It is necessary, therefore, that you do not identify yourself in the course of your essay. Also, it is hoped that the selection can be made by a review of the applications and essay. However, a personal interview may be necessary. If you are unable to interview, another candidate may be selected.

I hereby authorize GSU to verify my registration/admission status with the above University. I also understand that I am to provide proof of my relationship status with above named GSU employee.

Signature: _____ Date: _____

RETURN APPLICATIONS AND REQUIRED DOCUMENTS TO:

Governors State University
 Department of Human Resources Attn: Stephanie Juarez C1360
 1 University Parkway
 University Park, IL 60484-0975

APPLICATION SUBMISSION DUE BY:

MONDAY, SEPTEMBER 30, 2013

QUESTIONS ABOUT APPLICATION SUBMISSION CONTACT SJUAREZ@GOVST.EDU

Office Use Only:

<input type="checkbox"/> Official transcript	<input type="checkbox"/> Current Registration/Course Schedule	<input type="checkbox"/> Proof of Relationship
Enrollment Verified ____/____/____	Semester _____	Applicant # _____
Winner <input type="checkbox"/> Yes <input type="checkbox"/> No		