



**Governors
State
University**

**CIVIL SERVICE EDUCATIONAL
ASSISTANCE AWARD *for*
Employee Spouses & Dependent Children**

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

ABOUT THE ASSISTANCE AWARD

The Civil Service Educational Assistance Award for employee spouses and dependent children has been established to encourage the spouses and dependent children of GSU Civil Service employees 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 can be made by check or payroll deduction and are tax deductible. For **FALL 2021**, the Civil Service Award Committee will select **two applicants** to receive the Educational Assistance award in the amount of \$500.00.

THE APPLICATION DEADLINE IS MONDAY, AUGUST 30, 2021

ELIGIBILITY/QUALIFICATIONS

- Spouses and dependent children living at the same address as a GSU Civil Service employee are eligible. Dependent applicants must be 26 years of age or younger
- **The GSU Civil Service Employee 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 a minimum of six (6) credit hours**
- The applicant must have a current cumulative Undergraduate GPA 2.00 or above and Graduate applicants must have a cumulative GPA 3.00 or above
- Applicants may only win once within an Academic Year
- The applicant is allowed a lifetime maximum of six (6) Civil Service Educational Assistance awards

APPLICATION PROCESS

- Complete the Educational Assistance award application
- Write a 1-2 page typed double-spaced essay stating their educational and career goals
- **Provide transcripts (either official or unofficial)**
- Letter of enrollment and/or current course schedule
- Return the application and required documents to:

**Governors State University, Attn: Jose De La Paz, Room C1360,
1 University Parkway, University Park, IL 60484 - 0975**

Incomplete application packages will not be accepted and applicants without all required documents will be eliminated from the selection process. Applicants should hear back from the committee by September 13, 2021.

SELECTION PROCESS

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 Award Committee for review. The selection of a winner is based on the information provided.

GSU CIVIL SERVICE EDUCATIONAL ASSISTANCE AWARD APPLICATION

PLEASE PRINT OR TYPE

Name _____ Birth date / / _____

Address _____ Telephone () _____

City _____ State _____ Zip _____

Email _____

College Information

College Name _____ Telephone () _____

Address _____

City _____ State _____ Zip _____

Date of Admission _____ GPA _____ Full-time Part-time

Freshman Sophomore Junior Senior Graduate Advance Degree

Degree Program: _____

GSU Employee Information

Please mark one: _____ Spouse _____ Child

Name of GSU Employee/Relative _____ GSU ID # _____

Relationship _____ Years of Service _____ GSU ext. _____

Please attach a 1-2 page (typed, double spaced) essay stating your educational and career goals; your most recent transcripts, letter of enrollment and an up-to-date copy of any current course schedule.

In an attempt to make the selection process as fair as possible, please do not identify yourself in the course of your essay.

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: Jose De La Paz C1360
1 University Parkway
University Park, IL 60484-0975

APPLICATION SUBMISSION DUE BY:

MONDAY, AUGUST 30, 2021

QUESTIONS ABOUT APPLICATION SUBMISSION CONTACT JDELAPAZ@GOVST.EDU

Office Use Only:

Official transcript Current Registration/Course Schedule Proof of Relationship
Enrollment Verified / / Semester _____ Applicant # _____
Winner Yes No