



**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 can be made by check or payroll deduction and are tax deductible. For **Spring Semester 2016**, the Civil Service Senate select will select up to two applicants to receive the Educational Assistance award in the amount of \$500.00 each.

**THE APPLICATION DEADLINE IS FEBRUARY 12, 2016**

### **ELIGIBILITY/QUALIFICATIONS**

- GSU Civil Service Employees, their spouses, and dependent children living at the same address as the employee are eligible, Dependent applicants must be 24 years of age or younger and must present current W-2 forms or other tax documents as proof of dependency. Also eligible are recent civil service retirees - three years or less. Retiree spouses or dependent children are not eligible.
- **The GSU Civil Service Employee (or retiree) 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 six (6) 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:

**FRIDAY, FEBRUARY 12, 2016**

QUESTIONS ABOUT APPLICATION SUBMISSION CONTACT SJUAREZ@GOVST.EDU

Office Use Only:

Official transcript     Current Registration/Course Schedule     Proof of Relationship

Enrollment Verified \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Semester \_\_\_\_\_ Applicant # \_\_\_\_\_

Winner  Yes  No