

Staff Scholarship Criteria and Procedures

Employees eligible to apply for the College of Liberal Arts scholarship must:

- Be in a full-time, budgeted staff position within the College of Liberal Arts;
- Have been employed with the College of Liberal Arts for at least 12 months immediately prior to the application due date;
- Be fully admitted to Texas A&M University (College Station), degree seeking, and coursework must be within their degree plan;
- Earn or maintain at least a 3.0;
- Recipient eligibility will be assessed before each disbursement in the fall and spring semesters;
- Have written approval from immediate supervisor and department head to be eligible for consideration.

Application Process:

- Scholarship applications are located on the LASDC website <https://liberalarts.tamu.edu/intranet/forms-guidelines>.
- Eligible staff may submit the application and essay to the Office of the Dean, 301 Coke, MS 4223 (attention LALEC Scholarship Committee, lalec@tamu.edu);
- Eligible staff may apply for, and receive the scholarship more than once;
- Applications will be accepted once a year, and must be received by *Monday, May, 11, 2018* for the academic year 2018-2019;
- Applications will only be accepted for upcoming semesters.

Review and Selection Process:

- The TAMU Scholarships & Financial Aid office will perform the initial audit to confirm enrollment eligibility;
- The LASDC Scholarship Committee will evaluate applications and forward a list of proposed recipients to the Dean of Liberal Arts for final review and approval.
- Notification of a scholarship award will be sent to recipients by May 31, 2018
- The TAMU Scholarships & Financial Aid office will apply the scholarship to the recipient's student account;
- Recipients will be recognized at the annual LASDC staff appreciation luncheon;
- *Recipients must maintain employment within the College of Liberal Arts in order to receive the staff scholarship.*
- *Recipients must re-apply each year for scholarship consideration.*