



600 Prospect Street Trinidad, Colorado 81082
 1011 Main Street Alamosa, Colorado 81101

EMPLOYEE SCHOLARSHIP REQUEST

Trinidad State Junior College encourages employees to develop job skills and abilities which will benefit the employee as well as the College. According to State Board Policy (BP3-60), **the course(s) must be job related, applicable to a degree or career enhancing.** The TSJC Educational Foundation funds all scholarships granted to employees at Trinidad State Junior College subject to the following additional guidelines:

- Full-time employees are eligible for a tuition scholarship for up to nine credit hours per fiscal year (Fall, Spring and Summer). Part-time employees are eligible for a tuition scholarship for up to three credit hours per fiscal year. Part time employees must be employed during the semester in which they are enrolled.
- Only the in-state tuition portion of a course will be covered by the scholarship. It is the responsibility of the employee to register for COF or pay the difference of the COF stipend. Also, the difference for non-resident and on-line tuition as well as fees and books are the responsibility of the student.
- Forms must be completed at the beginning of semester in which the course is being offered/taken.
Failure to submit in a timely manner could result in tuition scholarship being denied.

Please complete this form with the requested information including employee signature and Supervisor/Dean signature and return to the TSJC Educational Foundation Office.

Name: _____ Employee S #: _____

Course Information:

Course #/Section	Title	Credits	Semester/Year
_____	_____	_____	_____
Course #/Section	Title	Credits	Semester/Year
_____	_____	_____	_____
Course #/Section	Title	Credits	Semester/Year
_____	_____	_____	_____

Indicate the number of previous hours enrolled in for this fiscal year _____

_____ Employee Signature	_____ Date
_____ Supervisor/Dean Signature	_____ Date
_____ President's Signature	_____ Date

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TSJC Educational Foundation Office:

Foundation Subcode: Even 80920, 80921, 80922 \$ _____
 Odd 80925, 80926, 80927

Foundation Signature

Date