

**Non-Faculty Employee
Educational Recognition Award Application**

Employee Name	Datatel ID	Date
Position Title	Dept./Campus	Phone

Non-faculty employees who have held a staffing table position for at least twelve (12) consecutive months are eligible for the Educational Recognition Award upon earning an Associate's degree, Bachelor's degree, Master's degree, Doctoral degree, or a college credit workforce technical certificate. The ACC technical certificate must be directly related to the employee's position. The degree must be from an accredited institution of higher education.

- Non-Faculty Staffing Table Employees may receive a one time stipend for each degree/certificate earned.
- Part-time non-faculty staffing table employees are eligible for a pro-rated Educational Recognition Award stipend.
- Hourly employees are not eligible for an Educational Recognition Award.
- This request must be submitted within the 12 month period after receipt of the degree or certificate.

I have satisfactorily completed the following:

- Associate's Degree (\$500.00 award) Date Completed: _____
- Bachelor's Degree (\$1,000.00 award) Date Completed: _____
- Master's Degree (\$1,500.00 award) Date Completed: _____
- Doctoral Degree (\$2,000.00 award) Date Completed: _____
- ACC college credit workforce technical certificate (\$500.00 award)
Type of certificate: _____ Date Completed: _____
- Length of certificate program: _____

Employee Signature _____ Date _____

I also certify that:

- Employee is not currently on performance probation.

Supervisor Signature _____ Date _____

Employee must request that an official transcript be mailed directly to ACC Human Resources, Attn: Bobetta Burns, 5930 Middle Fiskville Road, Austin, TX 78752. Transcript should indicate degree and graduation date. See Administrative Rule 6.05.001 at <http://www.austincc.edu/admrule/> This form should be submitted to HR Records. Transcript must be received before an award can be granted.

Human Resources Only	
Approved, HR Records	Stipend Amount:
Employee Start Date & FTE	Stipend pay date and pay cycle: