

### **Criteria for Selection:**

1. Meets eligibility standards set forth in endowed guidelines.
2. Has first approached work unit for support and have been denied. Reason for denial must be part of application. (Not to exclude application but to help prioritize applications).
3. All employee tuition benefit options should be exhausted first before requesting support when course work involves tuition expense.
4. Formal degree program(s): Support for each semester while working towards a degree and maintaining a passing grade.

Non-formal degree program(s): Completion of HRDC, Continuing Education, and non-degree credit courses.

5. Work units who don't support staff may not be over represented nor should work units who provide unlimited= support be under represented. No bias.
6. Reimbursable Course work - credited courses registered in support of degree requirements. Professional development courses which enrich personal growth and enhance ones knowledge and skills which benefit your job/position.
7. Memo from Department Head in support of the request must accompany application for reimbursement.
  - a) Memo must state department has provided \$\_\_\_\_\_ amount of support for this applicant.
  - b) Why this individual is deserving of EMS Staff Centennial funds.
  - c) How these courses support the development of the individual.