

# The Long Island Head Start Educational Stipend Application

<b>Full Name:</b>	<b>SS#</b>
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<b>Street Address:</b>
<b>City, State, Zip:</b>
<b>Home Phone:</b>
<b>L.I. Head Start Center currently employed:</b>
<b>Current Position</b>

<b>College/University:</b>
<b>Address:</b>
<b>City, State, Zip:</b>
<b>Phone Number:</b>
<b>Start Date of Class:</b>

<b>State the Degree/Certificate you are currently pursuing:</b>
<b>Certificate:</b>
<b>Associates:</b>
<b>Bachelors:</b>
<b>Masters:</b>

**Do not write below this line: Central Administration use only.**

<b>Acceptance:</b>
<input type="checkbox"/> Employee in good standing. <input type="checkbox"/> Employee completed 90-day probationary period. <input type="checkbox"/> Class enrollment or registration attached. <input type="checkbox"/> Educational Release Request approved.
<b>Accepted:</b> ___ Yes ___ If Not accepted state reason: _____
_____

<b>Stipend Approval:</b>
<input type="checkbox"/> Receipt from the Bursars office or cancelled check. <input type="checkbox"/> Official Academic Transcript received. <input type="checkbox"/> Payment Voucher completed.
<b>Accepted:</b> ___ Yes ___ If Not accepted state reason: _____
_____
<b>Amount Awarded:</b> \$ _____

## **The Long Island Head Start Educational Stipends**

### **Purpose:**

In 1994 Long Island Head Start composed a vision statement that included the idea of furthering staff development by increasing access to advanced education and training. This stipend is designed to fulfill that vision statement by offering financial encouragement for Long Island Head Start staff to begin, continue or complete their quest for higher education.

The number of stipends to be awarded each semester will depend upon the number of eligible applicants. The dollar amount is reflection of degree or certification being pursued:

Certifications:	To be Determined
Associates Degree:	\$300.00
Bachelor's Degree:	\$400.00
Masters Degree:	\$500.00

### **Requirements:**

To apply for Long Island Head Start Educational Stipend, you must meet the following requirements, which are strictly adhered to:

- A. Applicants must be submitted on Long Island Head Start Stipend Application form.
- B. Applicant **MUST** be in good standing and successfully pass their 90-day probation period.
- C. A class enrollment or registration from an accredited College or University must be attached to the application.
- D. A receipt from the bursar's office or cancelled check must be provided as verification of student status and payment.
- E. Prior to awarding the stipend, all recipients must submit a copy of a final transcript with a passing grade of "**C**" or better. For pass or fail courses "**Pass**" must be indicated.
- F. Education stipend does not apply to courses paid for by the agency.  
**(FDC/CDA)**
- G. An applicant will automatically forfeit their educational opportunity upon termination of their employment with the agency.
- H. Any incomplete or late application will be disqualified without notification.