

**Non-Faculty Employee  
Educational Incentive 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 Incentive Award upon earning an Associate’s degree, Bachelor’s degree, Master’s degree, Doctoral degree, or ACC 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** are eligible for one award per educational category which is on a higher level than their highest credential.
- **Part-time Non-Faculty Staffing Table Employees** are eligible for a pro-rated Educational Incentive Award.
- **Hourly Employees and Faculty** are not eligible for an Educational Incentive 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 (\$750.00 award) Date Completed: \_\_\_\_\_
  - Bachelor’s Degree (\$1,200.00 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: \_\_\_\_\_

Please indicate the institution the official transcript is coming from: \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**I 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: Gabriela Guerrero, 5930 Middle Fiskville Road, Austin, TX 78752 or the transcript can be electronically submitted to [gguerro@austincc.edu](mailto:gguerro@austincc.edu). Transcript should indicate degree and graduation date. See [Board Policy DK \(Local\) Professional Development](#) This form should be submitted to HR Professional Development. Transcript must be received before an award can be granted.**

Human Resources Only		
Approved, HR Professional Development	Stipend Amount:	Account Number:
Employee Start Date & FTE	Stipend pay date and pay cycle:	PA Number: