Shasta Head Start
CHILD DEVELOPMENT, INC.

Application for Education Stipend

- Stipends are awarded to a targeted job field each year which will take priority in the application process. Other job fields will be considered as funds allow.
- You must complete an application to be considered for a stipend. **Submit one application per class.** Applications need to be completed, submitted, and reviewed by the Human Resource Training & Development Coordinator before a stipend is approved.
- It is the sole discretion of SHS to determine which classes are directly related to these areas. General education courses are most often not directly related.
- Stipends will be awarded upon completion of a course and submission of a final grade of "C" or better.
- Unofficial transcripts with final grade are due to HR 30 days from completion of class.
- You will receive your pre-approved stipend on the next possible payroll check after all requirements have been met. You must be employed by Shasta Head Start at the time of stipend payment.
- Shasta Head Start employees will not be eligible for both Education Stipends and QRIS Scholarships for any courses taken. Education Stipend awards will be verified against QRIS Scholarships to ensure no single course is awarded monies from both education benefit programs.

Employee Information:

Name:	Date:
Position:	Location/Center:
Do you have a Child Development Permit? ☐ Yes – Please indicate level: ☐ No	Do you have a degree? ☐ Yes – Please indicate level: ☐ No
What are you working towards? If a specific degree, please indicate the level and major.	

Education Information:

College:		
Course number & name:	Units:	Semester: ☐ Fall ☐ Spring ☐ Summer
Course start date:		Course end date:

Signature:

Employee signature:	Date: