

UNION COLLEGE

APPLICATION FOR EMPLOYEE DEPENDENT TUITION GRANT

POLICY STATEMENT: SEE REVERSE SIDE

STUDENT/EMPLOYEE SECTION

STUDENT NAME _____ TERM ATTENDING _____

STUDENT ID# _____ STUDENT SSN# XXX-XX-____ CLASS RANK _____ (Fr, So, Jr, Sr)

EMPLOYEE (Relative) NAME _____ JOB TITLE _____

EMPLOYMENT DATE _____ (dd/mm/yr)

SIGNATURE OF EMPLOYEE (Relative) _____ DATE _____

FINANCIAL AID SECTION

DATE APPLIED FOR FINANCIAL AID _____

DIRECTOR OF FINANCIAL AID

DATE

BUSINESS OFFICE SECTION

V.P. FOR BUSINESS & FINANCIAL SERVICES DATE _____

COMMENTS: _____

EMPLOYEE DEPENDENT TUITION GRANT POLICY

Eligibility

Employee dependent **scholarships** are available for the spouse and unmarried dependent children of all full-time employees of Union College. **Application for these scholarships should be made to the Financial Aid Office prior to the registration date for each term. All applicants must complete the FAFSA (financial aid application) in the spring before fall enrollment in order to determine eligibility for federal and state entitlement grants.**

Expenses Covered

The employee dependent scholarship provides up to one hundred (100) percent of undergraduate tuition charges for dependent unmarried children and fifty (50) percent of tuition charges for the spouse of an eligible employee. **Charges for room, board, books, and other fees and expenses are not covered by this benefit.** The federal and state grants for which the student is eligible will apply first to the student's share of tuition charges at Union College. If any amount of grant remains after covering the student's cost, it will be applied to the institution's share of tuition charges. **Graduate course work is not included.**

Additional Terms and Conditions

1. When the spouse of a current student is employed by the College on a full-time basis, this individual will be classified as a regular full-time employee within the terms of this tuition-grant policy.
2. For this policy, the institution will follow the guidelines in the FAFSA when determining the dependency status of employee children. Exceptions for dependency status may be granted upon appeal in the case of military service or other circumstances.
3. Students must be enrolled in a degree program.
4. Students must maintain a GPA of at least 2.0. Academic probation and suspension policies apply.
5. Maximum number of hours covered per semester is 18 semester hours.
6. Benefit applies for fall and spring semesters only.
7. Maximum benefit period covered by this policy is ten (10) academic semesters. The ten semester period begins with the first semester/term covered under this benefit and is continuous. If a student sets out a semester, the benefit period does not start over.
8. Students covered under a previous version of this policy and who do not attend for a semester or withdrawal from school will be covered under the newest revised version of this policy.
9. Independent study courses are not covered under this benefit.

Revised April 2011.