

**APPLICATION FOR SCHOLARSHIP AID
(50% TUITION FORM)
EMPLOYEES, SPOUSES AND DEPENDENTS
NOT FOR SUMMER SEMESTER**

Available to daughters, sons and spouses of Tuskegee University *Full-time Regular* Faculty and Staff: Also to Full-time *Regular* Faculty and Staff. *Form will not be approved for dependent children unless a **Federal Income Tax Transcript** is received (current year for fall semester, previous year for spring semester).

(SEE PAGE 2 FOR FURTHER APPLICATION DETAILS)

NOTICE: This form must be completed and signed by Qualifying Person.

Applicant's Name (Student) _____ Social Security Number _____
Last First Middle

Address _____
Number and Street City State Zip Code

Term: Fall Semester yr. _____ Spring Semester yr. _____

Relationship of Applicant to Qualifying Person: _____ (Ex: Self, Daughter, Son, Spouse)

Name of Qualifying Person (Employee): _____

Address of Qualifying Person: _____

Full-time Faculty _____ Full-time Staff _____

School/Department of qualifying person _____ Position _____

NOTE: Service must be on a regular full-time appointment basis

Faculty employee= Scholarship Aid form is to be completed and signed by the Provost.

Staff employee= Scholarship Aid form is to be completed and signed by the Director of OHR.

GL# 10-61733000-50509 Grants & Contract Accounting _____
(If applicable)

I certify that the above information is true and correct to the best of my knowledge; the applicant is listed on my Federal Income Tax Declaration for the previous year and will be listed as a dependent for this reporting period.

Signature of Department Head

Signature of Qualifying Person

Employee ID NUMBER

DO NOT WRITE BELOW THIS LINE

Faculty/Staff Personnel Departments
(Verification of employment)

Financial Aid Department:
(Eligibility certification & scholarship award)

Staff: _____ Date: _____
VP/Director of HR Director of Financial Aid

Faculty: _____ Date: _____
Provost

9.2 Educational Assistance

9.21 With the approval of the immediate supervisor and/or department head, employees may enroll in regular University courses (1) either outside, or (2) within the regular working hours schedule with an adjusted work schedule of equivalent hours, or at reduced pay with the approval of the department head and the Director of Human Resources Management.

9.22 Persons employed full-time by Tuskegee University may not register for undergraduate courses in excess of six semester hours or graduate courses in excess of four semester hours per term for the regular academic year. Full-time employees may not register for more than three semester hours during the summer session (graduate or undergraduate). It does not matter whether at Tuskegee University or another institution. (See also 20. BENEFITS, Section 20.14).

9.23 Any employee pursuing more than six hours of undergraduate work or four hours of graduate work either at Tuskegee or elsewhere requires special permission from the supervisor and the appropriate general officer and may be required to have his work status reduced to less than full time. Final decisions on whether a staff person's work load shall be reduced are made by the supervisor, general officer, Director of Human Resources Management and the President.

9.24 A department head, with the concurrence of the Director of Human Resources Management, may allow a full-time employee time off with pay to attend the University's classes during the regular working day provided the courses are part of a training program approved by the department to improve the employee's performance in the position.

20.14 Educational Assistance. Up to 50% tuition scholarships are available to all eligible employees, and up to 50% tuition scholarships are available to all eligible dependents for enrollment in courses at Tuskegee University. Application for the scholarship should be made prior to registrations, at a date to be determined by the Financial Aid Office or this assistance will be forfeited for the academic period under consideration. The aid is available to University personnel for class loads not to exceed six semester hours undergraduate work or four semester hours of graduate work in the regular academic year. Summer semester is not included in this educational assistance plan.

20.141 Eligible dependents may receive the tuition scholarship for either full or part-time study for academic credit. Eligible dependents must meet the minimum G.P.A. requirement of 2.50 or better.

20.142 Sons and daughters of full-time personnel of Tuskegee University are eligible for scholarship aid up to 50% of their tuition costs and spouses are eligible for one-half of their tuition costs when they enroll at the University, provided the following conditions are met:

- (a) Each must enroll on the undergraduate or graduate level for either full or part-time study for academic credit.
- (b) Each must reside in the parents' or spouse's household or in the University dormitories.
- (c) She/he must not have established a separate household by marriage.
- (d) The son or daughter must be legally adopted or the child of full-time personnel of Tuskegee University
- (e) The applicant must have been listed on qualifying employee's Federal Income Tax Transcript, Declaration for the previous year and listed as a dependent for the current reporting period.
- (f) Applicants must complete a current FAFSA to support the request for the exemption.

20.143 Tuskegee University will not grant both other institutional awards and one-half tuition scholarships to employees/dependents attending the University. These persons will be eligible for only one type of University award or scholarship. In the event the tuition scholarship has been issued and subsequently another institutional award is given, with adequate funds for tuition, the total amount of the scholarship must be refunded to the University immediately.

20.144 These educational benefits apply to qualified persons who are employed at the beginning of the semester. The benefit is available only during the employment period of qualifying personnel and when the services of qualifying personnel are contracted for at least a period of one academic or fiscal year. Persons employed after the semester begins do not become eligible until the succeeding semester.

20.145 If the employee resigns within the study period, the employee and/or dependent forfeits this benefit and may have the last amount of such assistance deducted from the final paycheck, or otherwise be obliged to repay the University the amount of the aid granted.

20.146 Completed applications for this exemption must be submitted to the Office of Financial Aid.