



Full Time Employee/Dependent Scholarship Application

For full time employees and their dependents enrolled in Grayson College courses

Applicant's

Name:

Last

First

Middle

Address:

Street

City

State

Zip

Phone:

Email:

Employee Name:

Department:

Position:

**Semester for Request
(Fall/Spring/Summer):**

Major:

Date Semester Begins:

**Dependent Eligibility Verification
Document Type:**

List Grayson College courses you are enrolled in:

Course Name	Course Number	Hours of Credit

Tax-free educational assistance benefits include payments for tuition, fees and similar expenses, books, supplies, and equipment. The payments may be for either undergraduate- or graduate-level courses.

Required Signatures:

Employee *Date*

Employee Dependent *Date*

Immediate Supervisor *Date*

Dean/Director *Date*

Executive Administrator *Date*

Director of Human Resources *Date*

Employee Exemption Eligibility Guidelines:

- Employee must have completed a minimum of 90 days of employment with Grayson College.
- Employee must be full-time.
- Course enrollment must be degree-seeking courses. Certification courses are also acceptable.
- Course enrollment must be in the student's approved course sequencing/degree plan for the appropriate GC certificate/degree.
- Recipient of award meets the criteria of Grayson's admissions and SAP requirements. See College policy for requirements.

Employee Dependent Scholarship Eligibility Guidelines:

- Recipient of award must be a spouse of an employee, or dependent of an employee. Verification documents may be required.
- Employee must have completed a minimum of 90 days of employment with Grayson College.
- Employee must be full-time.
- Course enrollment must be degree-seeking courses. Certification courses are also acceptable.
- Course enrollment must be in the student's approved course sequencing/degree plan for the appropriate GC certificate/degree.
- Recipient of award meets the criteria of Grayson's admissions and SAP requirements. See College policy for requirements.

Please see Employee Transfer Scholarship for courses at other institutions.

A copy of the student's current class schedule and transcripts (not official), must be attached in order to be considered.

The form and attachments must be turned into HR for approval. Once approved, completed forms will be submitted to the Financial Aid department for processing. The program funds will be applied first before any other aid or scholarships. This scholarship only applies to tuition unless the exceptions apply below:

If the student's tuition is waived, for example Dual Credit students, then the amount of the tuition can be applied to other expenses in this order starting with #2:

1. Tuition
2. General Fees
3. Internet Fees
4. Lab Fees
5. Out of District Fees

This scholarship may not cover all fees. The maximum amount awarded will be equal to the tuition amount. This scholarship will not cover non-funded course expenses. Any leftover funds will not be applied to the next semester or paid out to student. The College will follow current IRS guidance on taxable benefits.