

Huntingdon College

Application Procedures for Employee Tuition Scholarship

For New Students in Fall or Spring Semester:

- 1) Complete the Application for Employee Tuition Scholarship and submit to your supervisor for approval. **You must be a full-time employee before you can take advantage of the employee tuition benefit through the school, Tuition Exchange Program (TEP), or CIC Tuition Exchange Program.**
- 2) After approval is granted by your supervisor, deliver the application form to the Senior Vice President for Planning and Administration for approval.
- 3) A deposit fee of \$250 (for residential students) and \$200 (for commuters) will be required so that the processing of the Application for Employee Tuition Scholarship can take place.
- 4) For subsequent semesters, refer to procedures below.

For Returning Students in Fall or Spring Semester

- 1) Complete the Application for Employee Tuition Scholarship and submit to your supervisor for approval
- 2) After approval is granted by your supervisor, deliver the application form to the Senior Vice President for Planning and Administration for approval.

Notes:

- 1) *A Free Application for Federal Student Aid (FAFSA) should be submitted for Huntingdon College (verification process must be completed, too, if applicable) by each student making application for this scholarship. If the applicant is eligible for a Federal Pell Grant, the value of the Employee Tuition Scholarship will be reduced by that Federal Pell Grant amount.*
- 2) *This scholarship cannot be applied to room, board, or book related expenses at Huntingdon College.*
- 3) *The Application for Employee Tuition Scholarship must be completed prior to the 1st day of classes of EACH TERM unless approved/waived by the President.*