



\_\_\_\_\_  
Student's Name (Last, First, MI) Employee's Name

\_\_\_\_\_  
Student's ID Number Date Employee Began Full-Time Employment

\_\_\_\_\_  
Student's Relationship to Employee

**Type of Courses Desired:**       Undergraduate       Graduate

Summer 22-23       Fall 23-24       Spring 23-24

**Number of Credits Seated** \_\_\_\_\_      **Number of Credits Seated** \_\_\_\_\_      **Number of Credits Seated** \_\_\_\_\_

**Number of Credits \*Online** \_\_\_\_\_      **Number of Credits \*Online** \_\_\_\_\_      **Number of Credits \*Online** \_\_\_\_\_

\*Online Classes are 50% Tuition

**Please see the back of this form for specific details regarding this benefit.**

**CERTIFICATION**

\_\_\_\_\_  
Employee Signature      Date

\_\_\_\_\_  
Student Signature      Date

\_\_\_\_\_  
Supervisor Signature      Date

### Undergraduate Academic Grants - Employee

Full time employees who have completed their 90-day introductory period may take up to six (6) credits per semester and are eligible for academic grants to cover these costs as follows:

Class Type	Academic Grant
Seated Classes (Fall or Spring)	50% of tuition fees during the first year, 75% during the second year, and 100% of tuition fees after three years of service
GIS & Online Classes (Fall, Spring or Summer)	50% of tuition fees during the first year, 75% during the second year, and 100% of tuition fees after three years of service
Private Music Lesson	No Grant

Student Service fees for each semester are waived. Employees are responsible for all other applicable fees. All course work including, but not limited to, class time, homework completion/submission, discussions and tests must occur outside normal business hours. Employees must maintain a 2.0 GPA to continue receiving academic grants. Any employee receiving the above listed grants must be employed full time during the entire semester.

If employment is terminated, the grants will be prorated based on the termination date. The employee must continue as an employee for at least two years beyond the completion of any benefitted degree in order to retain the benefit. The penalty for leaving employment earlier than the two years after the completion of a benefitted degree is repayment of all benefits received for that degree.

### Undergraduate Academic Grants - Dependents and Spouses

*Dependent children (a single student, up to 23 years of age) and spouses of full-time salaried employees*, who have completed their probationary period described in Section 6.2 of the Handbook, may take courses at the University and are eligible for academic grants to cover tuition costs as follows:

Class Type	Academic Grant
Seated Classes (Fall or Spring)	50% of tuition fees during the first year, 75% during the second year, and 100% of tuition fees after three years of service
GIS & Online Classes (Fall, Spring or Summer)	50% of tuition fees during the first year, 75% during the second year, and 100% of tuition fees after three years of service
Private Music Lesson	No Grant

Dependents and spouses are responsible to pay for all applicable fees including, but not limited to: student service, GIS, online, computer and technology-related fees, applied music, course and lab fees. Dependent children and spouses of full-time employees must maintain a 2.0 GPA to continue receiving this benefit. The employee must be employed full time during the entire semester.

If employment is terminated, the grants will be prorated based on the termination date. The employee must continue as an employee for at least two years beyond the completion of any benefitted degree in order to retain the benefit. The penalty for leaving employment earlier than the two years after the completion of a benefitted degree is repayment of all benefits received for that degree.

*Dependent children (a single student, up to the age of 23) and spouses of full-time hourly employees*, who have successfully completed the probationary period described in Section 6.2 of the Handbook may take courses at the University and are eligible for academic grants to cover tuition costs as follows:

Class Type	Academic Grant
Seated Classes (Fall or Spring)	50% of Tuition
GIS & Online Classes (Fall, Spring or Summer)	50% of Tuition
Private Music Lesson	No Grant

Dependent children and spouses of full-time employees must maintain a 2.0 GPA to continue receiving this benefit. The employee must be employed full time during the entire semester.

If employment is terminated, the grants will be prorated based on the termination date. The employee must continue as an employee for at least two years beyond the completion of any benefitted degree in order to retain the benefit. The penalty for leaving employment earlier than the two years after the completion of a benefitted degree is repayment of all benefits received for that degree.

### **School of Graduate Studies - Academic Grants**

Full-time employees are entitled to a tuition discount of 50% of tuition fees during the first year, 75% during the second year, and 100% of tuition after three years of service on graduate classes after the successful completion of the probationary period described in Section 6.2 of this Handbook. Full-time employees' spouses are entitled to a fifty per cent (50%) tuition discount on graduate classes after the successful completion of the probationary period described in Section 6.2 of this Handbook. Children of employees are not eligible for this discount. A 2.8 GPA must be maintained to continue receiving these benefits.

If the employee or spouse drops or withdraws from a class, he or she will receive a fifty per cent (50%) discount on the adjusted tuition charge. The employee must continue as an employee for at least two years beyond the completion of any benefitted degree in order to retain the benefit. The penalty for leaving employment earlier than the two years after the completion of a benefitted degree is repayment of all benefits received for that degree.