

***This form MUST be completed for scholarship consideration.***

## MARTIN METHODIST COLLEGE

### EMPLOYEE/DEPENDENT TUITION SCHOLARSHIP APPLICATION

*Read Before Completing The Application:* If you, the applicant, are enrolled in or will enroll in a degree-seeking program at Martin Methodist College, you are required to apply for Federal Student Aid and submit any documents required by the Financial Aid Office (copies of federal tax transcripts & W-2's may be necessary). If you are eligible for federal grants, state grants, or scholarships, the amount of your grants or scholarships will be used to offset the amount of your tuition scholarship. Once you have completed this application, submit it to the MMC Office of Financial Aid.

**An employee must complete one year of consecutive employment prior to being eligible for this Tuition Remission. Full-time employees qualify for 100% tuition and part-time employees qualify for 50% tuition. This must be approved by your supervisor and Human Resource Director.**

Award Year \_\_\_\_\_

Applicant's Name\* \_\_\_\_\_ Social Security Number \_\_\_\_\_

\*If the applicant is not a MMC employee, please print the employee's name and your relationship to the employee: \_\_\_\_\_

Employee's Name

Relationship to Applicant

Address, City, State & Zip: \_\_\_\_\_

Indicate the type of scholarship for which you are applying:

\_\_\_\_\_ Employee Tuition Scholarship\*\*

\_\_\_\_\_ Employee's Spouse/Dependent Tuition Scholarship

How many hours are you planning to take? \_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ Summer \_\_\_\_\_ Auditing

#### **\*\* Supervisor Recommendation**

I fully support the above employee in achieving their academic goals here at Martin Methodist College.

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

\_\_\_\_\_  
Date

Have you completed the Free Application for Federal Student Aid (FASFA)? \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

#### Human Resource Office Authorization Area

Employee Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Office of Financial Aid Authorization Area

\_\_\_\_\_ Approved \_\_\_\_\_ Denied & Reason \_\_\_\_\_

You must be a full time MMC employee for one year to be eligible for this. You are allowed to take one course during the day per semester and/or two evening courses per module.

*\*\*Please refer to the back of this application for more information\*\**

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***Please return this application to the Financial Aid Office once completed.***

***If you have additional questions, please contact the Financial Aid Office or Human Resources.***

This is the Tuition Scholarship policy from the MMC employee handbook:

### **The Tuition Remission Program at Martin Methodist College**

The Tuition Remission Program provides tuition benefits for attending Martin Methodist College for full- and part-time benefit-eligible staff and their eligible spouses, (see staff handbook, page 31), and dependent children. Full-time benefit-eligible employees and their spouses, and dependents, who meet all of the conditions of eligibility, including the required years of service, receive remission for 100% of the cost of tuition. Permanent Part-time benefit-eligible employees and their spouses, domestic partners and dependents who meet all of the conditions of eligibility receive remission for 50% of the cost of tuition.

Full- and part-time benefit-eligible employees are eligible to begin a course after the end of the second semester following the hire date or date of change to an eligible status. Dependents and spouses of eligible employees may participate in the plan after the employee has current continuous service equivalent to two full-time benefit-eligible years.

Under this program, employees may take a maximum of two courses per semester. Eligible spouses and dependents may take a full- or part-time course load. If a spouse, domestic partner, or dependent child is enrolled at MMC at the time of the employee's death, tuition remission continues for two semesters beyond the semester in which the death occurred.

For more information on eligibility and other program features, contact Human Resources.