



2019-2020 Faculty Staff Grant Application

Eligible full-time ETBU faculty or staff, their spouse, or dependent children who enroll in ETBU courses are eligible for the Faculty/Staff Grant covering tuition. Only full-time and part-time ETBU employees are eligible for a full or partial graduate tuition grant, see attached guidelines. THE GRANT IS FOR THE COST OF TUITION ONLY. Students receiving the Faculty/Staff Grant must meet Satisfactory Academic Progress (SAP) requirements, which can be found on the ETBU Financial Aid website.

Student Name: DOB: Phone:

Address: City: State: Zip:

Please select status of student: Full-Time Faculty/Staff Member Faculty/Staff Spouse
 Faculty/Staff Dependent Part-Time Faculty/Staff Member

Classification: Undergraduate Freshman Sophomore Junior Senior
Graduate Student

Projected hours of UNDERGRADUATE enrollment:
Fall 2019 Spring 2020 May 2020 Department Employed:

Projected hours of GRADUATE enrollment:
June 2019 July 2019 Fall 2019 Spring 2020 May 2020
Graduate Program (Maximum of 18 hours)

Certification I (we) understand that the Faculty/Staff Grant does not apply to repeated courses and that I will be responsible for any charges incurred for repeating a course. For employees taking the Graduate Faculty/Staff Grant, I understand that tuition grants over \$5,250 received in a calendar year are taxable under Internal Revenue Service regulations, and that these amounts will be added to my pay during the period of my class(es). By law, federal income tax, social security and medicare taxes will be withheld from this compensation as if it were regular income.

Student's Signature

Faculty/Staff Member (if not student) Signature

Departmental Head Signature

VP of Division Signature

President Signature (if employee is part-time)

Printed Name of Student

Printed Name of Faculty/Staff Member

Date

Please print, sign and date, and return this form to the Office of Financial Affairs

Eligibility for the ETBU Faculty/Staff Tuition Grant

General Information

Individuals receiving the ETBU Faculty/Staff Tuition Grant must be working toward a specific degree. Courses must apply toward a specific degree program and must meet any prerequisite or other course requirements. Attending classes must not negatively affect the employee's performance or the ability of the employee to fulfill his/her employment responsibilities. Employees may not work on their course(s) during work hours.

To maintain eligibility, the student must meet satisfactory academic progress requirements as stated in the ETBU catalog. Withdrawals and refunds will also follow the policies outlined in the ETBU catalog.

The tuition grant does not apply to courses repeated due to receiving a failing grade, failure to maintain satisfactory academic progress, or withdrawal from a course.

Employees, spouses, and dependents receiving the grant are encouraged to file a FAFSA (Free Application for Federal Student Aid). All state grants will be applied to the tuition costs for those who are eligible. The University will waive the remaining tuition costs. State and ministerial grants may not be used for other costs of attendance. Students called to ministry must apply for BGCT ministerial grant if eligible.

Employees receiving the tuition grant are not eligible for any other ETBU scholarships.

Undergraduate Programs

For full time employees the University will waive tuition for up to 18 hours of course work per calendar year. Employees may attend class no more than three clock hours per week during their regular working hours, provided time lost from work due to class obligations is made up each week and the change in schedule is approved by their supervisor and vice president in advance.

The tuition grant does not apply to employees that already possess an undergraduate degree. In limited situations, and only with administrative approval, select employees may pursue a second undergraduate degree or individual courses and receive eligibility to participate in the tuition grant. Requests for this special exception must begin with the vice president of the employee's division, and is subject to approval by the President

Graduate Programs

Full-time employees of the University working towards a graduate degree are eligible to receive the tuition grant in full; part-time graduate students working at least 25 hours a week in tuition approved jobs are eligible to receive half the tuition grant. Full-time and part-time employees are eligible to complete 18 hours of graduate course work per academic year. Eligibility for part-time positions that provide half of graduate tuition must be approved by the President.

The grant does not apply to employees that already possess a graduate degree. In limited situations, and only with administrative approval, select employees may pursue a second graduate degree and receive the graduate tuition grant. Requests for this special exception must begin with the vice president of the employee's division, and is subject to approval by the President.

According to IRS regulations, the first \$5,250 of an employee's graduate tuition received within a calendar year (tax year) is tax free. Graduate tuition above the \$5,250 will increase the employee's annual compensation and will be taxed as regular income.

Spouses and Dependents

Spouses and dependent children under 24 years of age are eligible for the undergraduate grant during the next full term after the employee begins full-time employment. Spouses are eligible for half of the tuition grant for graduate courses toward their first graduate degree. Dependent children are not eligible for the graduate tuition grant, and dependents of part-time employees receiving half tuition grants are not eligible for the tuition grant.

Cumulative grade point requirements must meet the satisfactory academic progress policy stated in the ETBU catalog. Withdrawals and refunds will also follow the policy in the ETBU catalog.

The grant applies to tuition only. Room, board and other fees will be the responsibility of the employee.

Guidelines for Faculty/Staff Grant

The Faculty/Staff Tuition Grant application is due by March 15 each year for those wanting to attend classes in the next academic year. Exceptions to the deadline may be granted for employees hired after the deadline if budget funds are available. The ETBU Faculty/Staff Tuition Grant Application must be signed by the employee's supervisor, the appropriate vice president, the President (if employed part-time) and then returned to the Financial Affairs Office.

Contact for Interpretation: Vice President for Financial Affairs

Revised date 03-08-19