Spring 2027 Faculty Staff Grant Application

Eligible full-time ETBU faculty and staff, their spouse, and dependent children are eligible for the Faculty/Staff Grant. Full- time and some part-time employees are eligible for a full or partial graduate tuition grant. The Faculty/Staff Grant covers **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. See the attached guidelines for further details on eligibility and qualifications for the ETBU Faculty/Staff Grant.

Student Name: _____ DOB: _____ Phone: _____

Faculty/Staff Employee Name: _____ Student ID Number: _____

Department Employed: _____

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 ☐
Graduate Assistant

PLEASE FULLY COMPLETE THE APPROPRIATE SECTION BELOW AS IT RELATES TO THE STUDENT

☐ **Undergraduate** Classification**:** _____

UNDERGRADUATE Degree Program: _____

Registered Number of Hours Spring 2027: ☐ **TRANSCRIPT MUST BE ATTACHED WITH SPRING 2027 INCLUDED**

☐ **Graduate Student**

GRADUATED Degree Program: _____

Registered Number of Hours Spring 2027: ☐ **TRANSCRIPT MUST BE ATTACHED WITH SPRING 2027 INCLUDED**

Certification: I (we) certify that the student has read and understands the eligibility requirements for the Faculty/Staff Grant, and is eligible for the grant. I (we) also 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, including course withdrawals. For employees receiving 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 enrollment. 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 (date) Printed Name of Student

_____ _____
Faculty/Staff Member Signature (if not student) Printed Name of Faculty/Staff Member

_____ _____
Department Head Signature (date) President Signature* (date)

_____ _____
Divisional VP Signature (date) Financial Affairs VP Signature (date)

Please print, sign, and date this form, then have the Department Head, Divisional Vice President, and President (if necessary) review and sign. Then return this form to the Office of Financial Affairs.

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*President's Signature is REQUIRED ONLY if employee is part-time.

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 courses retaken due to a withdrawal.

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 the 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 apply the tuition grant for up to 18 hours of course work per academic 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. ln 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 up to 18 hours of graduate coursework 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 $5,250 will increase the employee's annual compensation and will be taxed as regular income.

Full-time employees must serve for 12 months after the completion of a graduate degree or the last day of the term for which they have received a tuition grant, or will be required to reimburse the University in the amount of

a. The lower of actual amount received or $6,000 for degree programs 36 hours or below, or
b. The lower of actual amount received or $8,000 for degree programs 37- 48 hours, or
c. The lower of actual amount received or $10,000 for degree programs over 49 hours.

This amount may be prorated if a portion of the 12 months is served after completion of the degree. If employment terminates before degree completion, the reimbursement amount may be prorated based on time served since last term that tuition grant was received. **Payment is due in full upon separation from University employment. Failure to make payment in full may result in debt collection efforts by the University.**

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. When spousal tuition grant is applied, the full-time employee must serve for 6 months after the completion of a graduate degree or the last day of the term for which they have received a tuition grant, or will be required to reimburse the University for the tuition grant provided to the employee's spouse. Reimbursement will be based on the table above with maximum amount reduced by 50%. Dependent children are not eligible for the graduate tuition grant, and dependents of part-time employees are not eligible for the graduate 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 and may affect future eligibility for the Faculty/Staff Grant.

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 dependent on the availability of budgeted funds. 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, and the President (if employed part-time), and then returned to the Financial Affairs Office. Faculty/Staff Tuition Grant Policy exceptions are subject to approval by the Vice President for Financial Affairs and the President.