

TRINITY VALLEY COMMUNITY COLLEGE FACULTY AND EMPLOYEE TUITION SCHOLARSHIP

If you, your spouse, and/or your unmarried dependents anticipate enrolling at TVCC, you will need to complete a Faculty and Employee Tuition Scholarship Form. **Dependents must be unmarried and qualify as a dependent under IRS criteria. For example, you must have claimed them as dependents on your most recent income tax return and/or you will be able to claim them as dependents on upcoming tax return.** [See Board Policy FBB (LOCAL)]

Employees may take courses after working hours (e.g., 4:30 pm). Employees who have a schedule other than 8 am – 4 pm should receive approval from their supervisor. [See Board Policy FBB (LOCAL) and DK (LOCAL)] If you have any questions regarding your eligibility, please contact Human Resources.

This form is for the scholarship only. You must apply for admission to TVCC and have your records in the computer before this scholarship may be activated. Be sure to include the full name and social security number of each person requesting a scholarship.

I certify that statements made by me in this tuition scholarship form are true, complete, and correct. I understand that any false statements, misrepresentations, or omissions in connection with this tuition scholarship form will result in my obligation to reimburse the College for any tuition discounts that have been given. It is also understood that the amount owed may be deducted from my paycheck, if necessary.

Employee Signature

Date

Return completed forms to the Financial Services Offices in Athens, Palestine, or Terrell.

PLEASE TYPE OR PRINT

Employee Name:

Circle relationship to student:

Self

Spouse

Child

Student Name: _____

Student SSN: _____

Circle Semester:

Fall

Spring

Summer I

Summer II

Other: _____

Circle relationship to student:

Self

Spouse

Child

Student Name: _____

Student SSN: _____

Circle Semester:

Fall

Spring

Summer I

Summer II

Other: _____

Trinity Valley Community College is an affirmative action/equal opportunity institution which provides educational and employment opportunities on the basis of merit and without discrimination or harassment because of race, color, religion, sex, national origin, age, or disability.