Employee Tuition Scholarship

Employee Name: _____ Full-Time Hire Date: _____

Student Name: _____ Relationship to Student: _____

Student TVIN: _____ Semester Attending: _____ District Status: _____

- Eligibility guidelines:
    - Employee must have completed a minimum of 90 days of employment with TVCC.
    - Employee must be Full-time.
    - Course enrollment must be credit courses that are degree/job applicable.
    - Recipient of award has not received an appropriate degree. (Associates degree or higher)
    - Recipient of award meets the criteria of TVCC's admissions and SAP policies.
    - Recipient of award must be an employee, spouse of employee, or dependent.
    - Please review Policy DEB for complete guidelines.
- Satisfactory Academic Progress (SAP) requirements:
    - Maintain at least a 2.0 cumulative GPA;
    - Must reapply each semester,
    - Must not have more than 3 "W's" within a 2 long semester period,
    - Must not have more than 2 "F's" or "I's" within a 2 long semester period.
    - If the student falls short of these standards in any semester, the loss of scholarship will result. There is no probationary semester for this scholarship. Students who lose eligibility for a TVCC scholarship because they did not meet the requirements as listed, must bring their cumulative GPA up or make up the classes at their own expense before regaining eligibility.
- I understand that my class schedule must not conflict with my job assignment.
- I understand that this form is for the scholarship only. You must apply for admission to TVCC and have your records in the system before this scholarship may be activated.
- A form must be completed for each student applying for the 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.
- Please be sure to attach a copy of the student's class schedule and current transcripts (if applicable).
- Turn this into the Human Resources Benefits Manager or email to benefits@tvcc.edu.
  I have read and understand the program guidelines.

Student Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Approved: _____ Not Approved: _____

Reason for Not Approved:

HR Signature: _____ Date: _____

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Satisfactory Academic Progress (SAP) requirements:

- Maintain at least a 2.0 cumulative GPA;
- Must reapply each semester
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- If the student falls short of these standards in any semester, the loss of scholarship will result. There is no probationary semester for this scholarship. Students who lose eligibility for a TVCC scholarship because they did not meet the requirements as listed, must bring their cumulative GPA up or make up the classes at their own expense before regaining eligibility.

A copy of the students current class schedule and transcripts (not official), must be attached in order to be considered.

The form and attachments must be turned into HR for approval.

This scholarship will be applied first before any other aid or scholarships. This scholarship only applies to tuition unless the exceptions apply below:

If the student's tuition is waived, for example Dual Credit students, then the amount of the tuition can be applied to other expenses in this order starting with #2:

1. Tuition
2. General Fees
3. Internet Fees
4. Lab Fees
5. Out of District Fees

This scholarship will not cover all fees. Only the amount of tuition is the maximum amount of award allowed to be awarded.

This scholarship will not cover non-funded course expenses.