

APPLICATION FOR SCHOLARSHIP AID  
(50% TUITION FORM)  
EMPLOYEES, SPOUSES AND DEPENDENTS

Fall Semester yr. \_\_\_\_\_

Spring Semester yr. \_\_\_\_\_

Relationship of Applicant to Qualifying Person \_\_\_\_\_ (Ex: Self, Daughter, Son, Spouse)

Name of Qualifying Person (Employee): \_\_\_\_\_

Address of Qualifying Person \_\_\_\_\_

Full-time Faculty \_\_\_\_\_ Full-time Staff \_\_\_\_\_

School/Department of qualifying person \_\_\_\_\_ Position \_\_\_\_\_

NOTE: Service must be on a regular fulltime appointment basis

Faculty employee: Scholarship Aid form is to be completed and signed by the Provost

Staff employee: Scholarship Aid form is to be completed and signed by the Director of OHR.

GL# 10-6173300650509 \_\_\_\_\_ Grants & Contract Accounting \_\_\_\_\_

9.2 Educational Assistance

9.21 With the approval of the immediate supervisor and/or department head, employees may enroll in regular University courses (1) either outside, or (2) within the regular working hours schedule with an adjusted work schedule of equivalent hours, or any combination thereof, with the approval of the department head and the Director of Human Resources Management.

9.22 Persons employed fulltime by Tuskegee University may not register for undergraduate courses in excess of six semester hours or graduate courses in excess of four semester hours per term in a regular academic year. Fulltime employees may not register for more than three semester hours during the summer session (graduate or undergraduate). It does not matter whether an employee registers at another institution. (See also 20. BENEFITS, Section 20.14).

9.23 Any employee pursuing more than six hours of undergraduate work or four hours of graduate work either at Tuskegee or elsewhere requires special permission from the supervisor and the appropriate general officer and may be required to have his or her work status reduced to parttime. (See also 20. BENEFITS, Section 20.14).