

## Employee Tuition Grant Application

The university wishes to support its faculty, staff and their dependents as they complete their education. Southern Virginia University offers an Employee Tuition Grant (ETG) to full-time employees, their spouses, and children who are enrolled at SVU. For complete guidelines as to who is eligible, when eligibility begins, and what ETG will cover, please refer to your employee handbook.

In order to activate an ETG, the student must:

1. Complete this form and submit to the Financial Aid Office;
2. Meet the eligibility criteria stated in the employee handbook;
3. File the Free Application for Federal Student Aid each year or provide documentation as to family income, size and number in college to demonstrate that the family is not Pell eligible; and
4. Complete a Virginia Tuition Assistance Grant (VTAG) application by July 31st for any available state grant assistance.

After steps one is completed and employment criteria are met, a base amount of ETG will be applied to the student's award screen. This amount is calculated on the level of enrollment charges less the full value of any federal Pell grant or state VTAG for which the student might be eligible. Steps three and four **must be completed** to establish eligibility or lack of eligibility for federal or state aid in order for remaining eligibility for ETG to be calculated.

***If the student chooses not to or fails to complete the process (steps 3 and 4) in a timely manner, the difference between the base amount of ETG and the tuition charges will be the employee's responsibility to pay to the Business Office.***

Student's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Employee Name: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Student plans on \_\_\_\_\_ part-time or \_\_\_\_\_ full-time enrollment.

**Employee Eligibility Confirmed by Human Resources Office:** \_\_\_\_\_

**Financial Aid Office use only: Status** \_\_\_\_\_

**Date:** \_\_\_\_\_ **By:** \_\_\_\_\_