

**APPLICATION FOR A TUITION SCHOLARSHIP
FOR DEPENDENTS ATTENDING ANOTHER INSTITUTION**

Academic Year _____

COMPLETE AND RETURN TO HUMAN RESOURCES

* Must file application for each academic year

** Please attach grade report with application.
(sophomores, juniors, and seniors)

NAME OF FACULTY OR STAFF MEMBER: _____
Name

Department

DEPENDENT NAME: _____
Last First Middle

ADDRESS: _____

Name of the institution attending: _____

A. ELIGIBILITY AND RESTRICTIONS

1. Dependent children of a tenured faculty member, adjunct faculty with rank, or administrative staff member whom Wittenberg University has employed for at least five (5) years are eligible to receive a Wittenberg-funded tuition scholarship to attend another 2-year or 4-year accredited post-secondary institution provided the conditions stated below are satisfied. The tuition scholarship for adjunct faculty will be awarded on a pro-rated basis.

On what date did you become a full-time employee of Wittenberg? _____

2. We define dependent status as any child claimed as a dependent on federal tax forms. The dependent child must be a biological or legally adopted child. If the latter, the adoption must have occurred at least five years before the child's first enrollment at Wittenberg.

Do you claim this child on your federal tax forms? Yes No

Is this your biological child? Yes No

Is this your legally adopted child? Yes No

Child's Date of Birth: _____

Date of Adoption: _____

3. Eligibility for the scholarship is limited to the equivalent of 8 semesters or 12 quarters. If a student is enrolled at full-time status during a summer session, he or she may receive a scholarship, but that session then counts toward the maximum number of semesters (quarters, terms) allowed. To receive a tuition scholarship, the student must be enrolled as a full-time student.

Is your dependent enrolled as a full-time student? Yes No

Please indicate the number of terms/semesters this child has already received a tuition scholarship. _____

4. To be eligible to continue receiving a scholarship, the student must either:
- (a) maintain at least a 2.00 cumulative grade point average, or
 - (b) have earned at least a 2.00 grade point average for the work completed during the year preceding the semester (quarter, term) of the scholarship.

If already attending, what was his/her average grade last year? (Please attach grade report.) _____

5. Once a student completes the requirements for a bachelor's degree, he or she is not entitled to any further scholarships. This restriction is applicable even if the student has received the scholarship for a total of less than four years of full-time study.

Has this dependent completed the requirement for a bachelor's degree? Yes No

6. The student is required to apply for Tuition Exchange¹ (if applicable) and/or any financial aid for which he or she is eligible. Examples of financial aid include federal grants or scholarships, state grants or scholarships, vocational rehabilitation benefits, veteran benefits or veteran's dependent benefits, and corporate, private or foundation grants or scholarships.

What scholarships, grants or other form of aid has your dependent applied for?

Please specify any awards that your child will receive:

Source _____	Amount _____
Source _____	Amount _____
Source _____	Amount _____

Date Requested: _____

Signature: _____
Employee Name

Approved: _____ **Date:** _____
Associate Vice President for Human Resources
Special Assistant to the President

¹ Wittenberg is a member of one or more tuition exchange programs (TEP) with other colleges. For a listing of current members, please visit the Tuition Exchange website at www.tuitionexchange.org.