

# Application for Education Benefit Scholarship – Dependent Child

Before completing this request form, it is important for you to read the Education Benefits Policy including the definition of a dependent child. Complete the information below and forward this form in its entirety and required attachments to Human Resources (CMB 1064 or Howarth Hall 016).

Name of Faculty/Staff Member: \_\_\_\_\_ Department: \_\_\_\_\_

## STUDENT INFORMATION

Name of Student: \_\_\_\_\_ Last 4 of SSN \_\_\_\_\_ UPSID \_\_\_\_\_

Address (Street / City / State / Zip): \_\_\_\_\_

Birthdate (mm/dd/yyyy): \_\_\_\_\_ Phone (###-###-####): \_\_\_\_\_ Email: \_\_\_\_\_

**Check all applicable boxes for the term(s) for which you are requesting a scholarship. You are required to submit a new application each year (for Tuition Remission and TE Scholarships) or each term (for NWLA or Open Tuition scholarships).**

Summer Term 20\_\_\_\_  Fall Term 20\_\_\_\_  Spring Term 20\_\_\_\_  Other - please specify: \_\_\_\_\_

Freshman  Sophomore  Junior  Senior

**Please indicate below the scholarship program(s) for which this application is being submitted.**

**TUITION REMISSION SCHOLARSHIP AT PUGET SOUND**

**NATIONAL TUITION EXCHANGE (TE) SCHOLARSHIP**

A list of participating colleges and universities is available on the TE website ([www.tuitionexchange.org](http://www.tuitionexchange.org)). Specify below the institution(s) to which your dependent child is applying for a TE scholarship:

**NORTHWEST LIBERAL ARTS (NWLA) TUITION SCHOLARSHIP\***

Lewis & Clark College  Reed College  Whitman College  Willamette University

Check here to confirm student is enrolled as full-time, degree-seeking student at the institution attended

Tuition scholarship amount requested from Puget Sound (maximum amount allowed during AY2017-18 is \$17,940 per semester, which is 75 percent of Puget Sound's tuition): \$ \_\_\_\_\_

\* Must be a dependent child of faculty or staff member hired on or before July 1, 2012 to be eligible

**OPEN TUITION SCHOLARSHIP**

Name of accredited college/university: \_\_\_\_\_

Check here to confirm student is enrolled as full-time, degree-seeking student at the institution attended

Tuition amount listed on attached invoice: \$ \_\_\_\_\_

Maximum AY2017-18 annual scholarship amount based on length of service as of July 1, 2017: \$ \_\_\_\_\_

**Please refer to the important deadlines and required attachments listed on the next page.**

**IMPORTANT DEADLINES**

- Brand new scholarship applications for freshman dependents should be submitted no later than November of your child’s senior year in high school.
- Tuition Remission Scholarships at Puget Sound and TE Exchange Scholarships: Submit a new scholarship application by March 31 before the beginning of the academic year.
- NWLA Tuition Scholarships and Open Tuition Scholarships: Submit a new scholarship application prior to each quarter/semester, allowing at least two weeks for processing time. If approved, the allowable scholarship amount will be mailed directly to the college / university attended. Scholarships will not be paid directly to the student or faculty/staff member.

**REQUIRED ATTACHMENTS**

- If you are applying for new education benefits for the dependent child of your domestic partner, please attach an [Affidavit of Marriage or Domestic Partnership Form](#).
- If you are applying for a Northwest Liberal Arts Tuition Scholarship or an Open Tuition Scholarship, please attach a detailed invoice for the quarter/semester being requested. The invoice should contain all of the following information:
  - Full name of student
  - Name and mailing address of college or university
  - Quarter/semester in question (e.g. Spring 2017)
  - Confirmation that student is full-time, degree seeking student
  - Full tuition amount for that quarter/semester (invoice must be itemized and specifically state amount of tuition)

**STATEMENT OF UNDERSTANDING**

I am applying for the dependent child tuition scholarship(s) as indicated above. I understand that if there is any question or concern about the information provided on this form, Human Resources can request IRS verification of dependency status of the dependent child receiving education benefits. I understand that, if the college determines that my dependent does not meet the eligibility criteria to which I am certifying, the scholarship will be rescinded.

Faculty/Staff Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Human Resources Use Only**

Full-Time Equivalency (FTE): \_\_\_\_\_ Employment Status:  Regular Faculty/Staff  Adjunct/Temporary Staff

Student has received benefits equivalent to \_\_\_\_\_ of coursework (8 semester/12 quarter/34 unit maximum) through \_\_\_\_\_ Term.

Date of hire/rehire: \_\_\_\_\_ Years of Service: \_\_\_\_\_

Student is eligible to apply for the following scholarships:

Tuition Remission at Puget Sound:  Yes (5+ years of service)

National Tuition Exchange:  Yes (5+ years of service)

NWLA Tuition Scholarship:  Yes (5+ years of service) Amount of NWLA tuition scholarship: \$ \_\_\_\_\_

Open Tuition Scholarship:  Yes (5+ years of service) Amount of open tuition scholarship: \$ \_\_\_\_\_

Comments/notes:

- FC100
- SC100
- RC100

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_