



19-20 Undergraduate Geneva Tuition Benefit Application
(for employees, spouses, and dependent children)

GENEVA COLLEGE

Step 1: Complete the information below.

Student's Name: _____ Last Four Digits of SSN: _____

Home Address: _____

Phone Number: _____ Email: _____

Employee's Name: _____ Department: _____

Date of Hire: _____ Full Time: _____ Adjunct: _____

Step 2: Complete the 19-20 FAFSA form between October 1, 2018 and May 1, 2019. All dependent, spouses and employees seeking their first bachelor's degree are required to apply for all federal and state aid by completing the Free Application for Federal Student Aid (<https://fafsa.gov>) and the PA State Grant form (if requested by PHEAA). Failure to apply for all federal or state aid may result in reduction or forfeiture of the tuition benefit.

Date of FAFSA Completion: _____

**Please note that your staff benefit may be reduced if you do not file the FAFSA before the PHEAA 5/1 deadline.*

Step 3: Complete your intended enrollment plans. The student is responsible for notifying the SFS Office (via email or in writing) of any enrollment changes or additional outside scholarships expected. Failure to do so may result in reduced tuition benefit.

<i>Semester</i>	<i>Intended # of Classroom Credits</i>	<i>Intended # of Online Credits*</i>
Summer		
Fall		
Spring		

*Online course fees are not covered by tuition benefit. Please carefully read policy for details.

Step 5: Review the tuition benefit plan document and discuss any questions with the Student Financial Services Office or Office of Human Resources. The policy is also located on the Human Resources section of MyGeneva. *Please note: in the traditional undergrad program, students taking more than 7 credits are responsible for the \$250/semester campus service fee unless they have outside aid to cover it (ex. Pell or PHEAA grants).

Step 6: By signing below, you indicate that you have read and understand the policy document on the HR Sharepoint site (<https://genevacollege.sharepoint.com/hr/hrpublic/SitePages/Benefits.aspx>). You also certify that if you are applying for your dependent child, you agree to provide proof of that status if requested by Human Resources. Once all steps are completed, your tuition benefit will appear on the student's financial aid award notification as a "Staff Grant".

Signature of Employee: _____ *Date:* _____

Signature of Supervisor (if application is for employee): _____ *Date:* _____

PLEASE RETURN TO THE STUDENT FINANCIAL SERVICES OFFICE PRIOR TO THE START OF CLASSES.

For office use only:

- Powerfaids Document
- FAFSA Received
- HR verification
- Dependency Confirmed