

The University of Texas at Tyler Scholarship for Dependent Children of Employees

STUDENTS MUST BE REGISTERED FULL-TIME FOR THE APPROPRIATE SEMESTER BEFORE APPLICATIONS WILL BE ACCEPTED.

PLEASE RETURN THIS FORM TO THE FINANCIAL AID OFFICE NO LATER THAN ONE WEEK PRIOR TO THE
FIRST DAY OF CLASS.

Employee/Retiree Information

Employee Name

Department

Dependent Information

Student Name

Student ID Number

Academic Year

Semester

The University of Texas at Tyler Scholarship for Dependent Children of Employees is available for the children of full-time (100% time appointment) UT Tyler employees and children of retirees who meet the admission criteria and want to attend classes at UT Tyler on a full-time basis. The scholarship covers all resident and non-resident tuition and fees up to a maximum of 18 credit hours per semester* for regularly enrolled students. The maximum award for each child of a UT Tyler employee is twelve semesters.

The following guidelines are applicable to dependent children of U.T Tyler employees and retirees who participate in the Scholarship for Dependent Children of Employees.

1. **FAMILY MEMBER:** Any dependent child born to an employee or retiree, or legally adopted by an employee, or a stepchild residing in the same household as an employee or retiree may qualify for the award. Submission of the employee's most recent federal tax return is required to document dependency status.
2. **ELIGIBLE RETIREE:** Any retiree who retired from UT Tyler after five years or more of continuous full-time service.
3. **CANDIDATE:** The dependent child of an employee or retiree who is eligible for enrollment at UT Tyler in an undergraduate or graduate degree-granting program. Scholarships are not granted for non-degree study or second undergraduate or graduate degrees.
4. **MAXIMUM SCHOLARSHIP:** Scholarships will not exceed a maximum of twelve consecutive regular (fall and spring only) semesters for each dependent child of a UT Tyler employee or retiree.
5. **ENROLLMENT REQUIREMENTS:** Eligible students must be enrolled on a full-time basis (12 credit hours for undergraduates and 9 credit hours for graduates) each semester in order to receive the scholarship award. Continuation of the scholarship requires consecutive enrollment and the successful completion of 24 semester credit hours per academic year for undergraduates and 18 semester credit hours per year for graduate students with a minimum grade point average of 2.0 for undergraduates and 3.0 for graduate students.
Exception: The scholarship will cover tuition and fees for students that are not enrolled full-time only if they are in their last semester of coursework before graduation or if the program requires less than full-time enrollment. The student must provide documentation of degree plan from academic advisor.
6. **PROGRAM ADMINISTRATION:** This program is administered through the Division of Enrollment Management—Office of Financial Aid.
7. **APPLICATION PROCESS:** Candidates must complete a Scholarship For Dependent Children of Employees application each semester. Completed applications must be submitted to the Financial Aid Office no later than one week prior to the first day of class.

NOTE:

- Eligible students enrolled in internet or TeleCampus courses are eligible for courses provided by UT Tyler only.
- The UT Tyler Scholarship for Dependent Children of Employees may not be used to audit courses.
- In the event the employee terminates employment with UT Tyler, the scholarship terminates at the end of the current semester.
- Recipients of scholarships under this program are not eligible for any other UT Tyler scholarship.

*The Scholastic Load policy in Section 2.08 of the *Handbook of Operating Procedures* will be used to determine the maximum number of hours funded through the scholarship program.

I have read the above-mentioned guidelines and understand that all requirements must be met in order to receive the scholarship.

Employee

Date

Dependent Student

Date

With few exceptions, you are entitled on your request to be informed about the information The University of Texas at Tyler collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review the information. Under Section 559.004 of the Texas Government Code, you are entitled to have The University of Texas at Tyler correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in The University of Texas System Business Procedures Memorandum 32. The information that The University of Texas at Tyler collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government Code) and rules. Different types of information are kept for different periods of time.

Revised: February 21, 2008