

Northwest College Employee Scholarship Form

Name of Student: _____ Student SS #: _____

Name of Employee: _____

Enrollment (Check only one): **Fall Semester** ... **Spring Semester** ... **Summer session** ...

Academic Year _____

Number of Credit Hours Enrolled in: _____

Indicate your eligibility below.

NWC Employee: Full-Time faculty/staff Part-Time Staff (min 1040 contract hrs)

Spouse of eligible NWC Employee

Dependent Child of eligible NWC Employee

% %

The NWC Employee must complete this section.

Tuition waivers are not typically given during an Employee's provisional period and must be approved by the Employee's supervisor. I understand that if I leave the employ of Northwest College before I am moved to regular employee status, I will owe the College for the cost of tuition and fees that were waived based on this tuition waiver and that this cost will be deducted from my final paycheck.

Position _____ Department _____

Signature of Employee: _____

Signature of Supervisor*: _____

***Employee must have supervisor approval and signature on this form if the class is taken during scheduled work time OR if the employee is a provisional employee. For regular employees, if the class is not during work hours, signature of supervisor is not required.**

% %

Dependent/Spouse of employee must read and complete the following:

I have read and understand the following conditions apply to my eligibility to receive this scholarship:

1. I must complete a minimum of 50% of the total credits in which I have enrolled with a minimum 2.0 GPA for the semester of the waiver to be eligible to use the scholarship for the next semester of attendance.
2. Audits, incompletes and F's do not count toward credits successfully completed.
3. If I do not complete at least 50% of the hours in which I enrolled with a minimum of 2.0 GPA, I must complete a semester at my own expense to reinstate my scholarship eligibility.
4. As a dependent/spouse I have a maximum of 70 credit hours that may be funded by this scholarship.

Signature of Student: _____ Date _____

Federal Tax Laws require that tuition waiver benefits for employees, spouses, and dependent children must be reported to the IRS. Please be advised that the amount of this tuition scholarship may be reported to you on a 1098T form at the end of this year.

For Payroll use:

Total Number of Credits Taken To Date: _____ Date: _____ Initial: _____

For Financial Aid Office use:

Total Hours: _____ Amount of Benefits: _____ Date: _____ Initial: _____