The University of North Carolina at Chapel Hill
APPLICATION FOR FACULTY AND STAFF
EMPLOYEE, SPOUSE, AND DEPENDENT UNDERGRADUATE SCHOLARSHIPS

Application for (complete separate application for each semester):
20______ Academic Year  
Fall ______and/or Spring ______
Summer Session I_______Summer Session II_______

Name __________________________________________ PID or Soc. Sec.No._____________________
Employing School or Department _____________________________ Rank and/or Position Title ______________
Campus Address ___________________________________ Telephone __________________________
Home Address ___________________________________ Telephone __________________________
Number of Years of Continuous UNC-CH Service ______________ Beginning Date of Service ______________
Are you a full-time employee?  Yes ______ No ________ If no, give number of hours worked per week ________
Are you in a permanent position? Yes ______ No ________
Do you plan to remain a permanent employee of UNC-CH during the period of this application?  Yes ______ No ________

Applicant Information:
Name __________________________________________ PID or Soc. Sec. No._____________________
Relationship of Applicant to Employee _____________________________
Campus Address ___________________________________ Telephone __________________________
Home Address ___________________________________ Telephone __________________________
Do you have an undergraduate degree?  Yes ______ No ________
Are you enrolled or have you been admitted to an undergraduate degree program at UNC-CH? Yes ______ No ________
Date of Admission_________ School or Department _____________________________
Class __________________________ Major _____________________________ Expected Graduation Date ______________
Number of hours to be taken during period of this application:
Fall ___________ Spring ___________ 1st Summer Term ___________ 2nd Summer Term ___________
Date you submitted the Free Application for Federal Student Aid to federal processor ______________
If for summer, have you submitted the Application for Summer Financial Aid to the Student Aid Office?  Yes ______ No ________
If you are a UNC-CH employee, have you applied or plan to apply for the Employee Tuition and Student Fees Waiver for the period of this application?  Yes ______ No ________ If you are the spouse of an employee, have you applied or plan to apply for the Student Fees Waiver for the period of this application?
Have you previously received an Employee and Dependent Scholarship?  Yes ______ No ________

Certification:
• Applicant: I hereby certify that I have completed this application correctly to the best of my knowledge.
Signature _____________________________ Date ________________

• Benefits Administration: The employee identified above is a permanent employee with at least one year of contiguous UNC-CH service.
Signature _____________________________ Date ________________

Mail Form to: Benefits Administration, 104 Airport Drive, CB# 1045, UNC, Chapel Hill, NC, 27599-1045
OR Deliver Form to: HR Service Center, Suite 1100, Administrative Office Building, 104 Airport Drive, Chapel Hill
EMPLOYEE AND DEPENDENT UNDERGRADUATE SCHOLARSHIPS

Scholarship Awards
• A scholarship will cover in-state tuition and required fees for up to 12 hours of courses taken by the student, less the amount covered by an Employee Tuition and Student Fees Waiver or the Employee/Spouse Waiver of Student Fees.
• Applicants will be notified of scholarship decisions approximately two weeks after the completion of all necessary application forms.
• Scholarship funds will be transferred directly to student accounts in the Cashier's Office at the beginning of each semester or term. Funds will be transferred only if the student is registered for the number of hours on which the scholarship award was based.

Applicant Requirements
• An applicant must be a full-time or part-time permanent employee of the University of North Carolina at Chapel Hill, with at least one year of continuous service, or the dependent child or spouse of an eligible employee.
• An applicant must be enrolled in or admitted to an undergraduate degree program at The University of North Carolina at Chapel Hill.
• An applicant must be in good academic standing and making satisfactory progress toward the completion of an undergraduate degree.
• An applicant must complete the Free Application for Federal Student Aid (FAFSA) for the corresponding academic period and send it to the Federal processing agency.
• If the applicant is an employee, the applicant must apply for an Employee Tuition and Student Fees Waiver, and if the applicant is the spouse of an employee, the applicant must apply for the Waiver of Student Fees.
• The applicant or the applicant's spouse or parent must remain a permanent employee of UNC-CH during any period for which a scholarship is awarded. Termination of employment will require repayment of scholarship funds.

Financial Need
• A scholarship will be awarded on the basis of the applicant's financial need, according to guidelines approved by the U.S. Congress for Federal student aid programs and used by the University for need-based scholarship awards. Decisions about financial need are made by the Office of Scholarships and Student Aid.
• The scholarship, when combined with other aid, may not exceed the student's need, as determined under federal regulations. If the student receives other need-based aid, the scholarship will, whenever possible, replace loan assistance.
• If funds are not available for all needy applicants, scholarships will be awarded to applicants on a first come, first served basis. Preference will be given to applicants who do not already have an undergraduate degree.

Application Procedures
• If the applicant is not enrolled in or admitted to an undergraduate degree program, application for admission must be submitted as follows:
  Full-time study, to the Office of Undergraduate Admissions
  Part-time study, to the Office of Continuing Studies (must be enrolled as a degree seeking student at the University)
The applicant should contact those offices for information about deadlines and to obtain an application form.
• An applicant must submit the Application for the Employee and Dependent Undergraduate Scholarships to Benefit Program Administration, 104 Airport Drive, CB# 1045 by the first day of classes for the corresponding academic period:
  Fall Semester
  Spring Semester
  Summer Session I
  Summer Session II

• An applicant must submit the Free Application for Federal Student Aid (FAFSA) for the corresponding academic period to the Federal processing agency. If the applicant is applying for the scholarship for either or both Summer Sessions, the applicant must also complete the Application for Summer Financial Aid and submit it to the Office of Scholarships and Student Aid. This application can be downloaded at the web site for the Office of Scholarships and Student Aid at studentaid.unc.edu and click on to Applying for Aid.