

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

**Enrollment Period (complete separate application if applying for the summer):**

20\_\_ - \_\_ Academic Year (for example, 2022-23)

Select one or both:  Fall semester,  Spring semester

If applying for summer, please select one or both:  Summer Session I,  Summer Session II

**Employee/Applicant Information:**

Name \_\_\_\_\_ Employee PID \_\_\_\_\_  
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

**Student Information (Scholarship available only for students enrolled at UNC Chapel Hill):**

Student Name \_\_\_\_\_ Student UNC-CH PID \_\_\_\_\_  
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 \_\_\_\_\_  
Relationship of Student to Employee \_\_\_\_\_  
Campus Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Home Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Do you have an undergraduate degree? Yes  No   
Number of credit hours to be taken during the period of this application:  
Fall \_\_\_\_\_ Spring \_\_\_\_\_ 1st Summer Term \_\_\_\_\_ 2nd Summer Term \_\_\_\_\_  
Date you submitted the **Free Application for Federal Student Aid (FAFSA)** to federal processor \_\_\_\_\_.  
If for summer, have you been awarded Summer Financial Aid by the Student Aid Office? Yes  No   
If you are a UNC-Chapel Hill employee, have you applied 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 for the Student Fees Waiver for the period of this application? Yes  No   
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 \_\_\_\_\_

- **OHR-Benefits & Leave Administration:** The employee identified above is a permanent employee with at least one year of continuous UNC-Chapel Hill service.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**To Obtain OHR-Benefits & Leave Administration Signature, the Applicant may Email, Mail or Deliver this Completed Form to:**

- Email to [benefits@unc.edu](mailto:benefits@unc.edu) (PDF only)
- Or Mail to OHR Benefits, Administrative Office Building, 104 Airport Drive, Chapel Hill, NC 27514
- Or Campus Mail to CB# 1045

Once the form is signed by the Applicant and OHR-Benefits & Leave Administration, the completed form will be submitted to the UNC-CH Office of Scholarships and Student Aid by OHR-Benefits & Leave Administration for processing.

## EMPLOYEE, SPOUSE, AND DEPENDENT UNDERGRADUATE SCHOLARSHIP

### 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 via email of scholarship decisions approximately two weeks after the completion of all necessary application forms.
- Approved scholarship funds will be transferred directly to student accounts at the beginning of each semester or term. Funds will be transferred only if the student is registered for the number of hours for 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
- An applicant, \*dependent, or \*spouse must be eligible students admitted to an undergraduate degree program at the University of North Carolina at Chapel Hill. \*Dependent status is determined by completing the FAFSA. \*Applicants, dependents and/or spouses must be listed on the FAFSA.
- The student must be in good academic standing and making satisfactory progress toward the completion of an undergraduate degree.
- The student must complete the Free Application for Federal Student Aid (FAFSA) for the corresponding academic period and submit the application to the Federal processing agency ([www.fafsa.gov](http://www.fafsa.gov)).
- If the student is an employee, the applicant must apply for an Employee Tuition and Student Fees Waiver.
- If the student is the spouse of an employee, the applicant must apply for the Waiver of Student Fees.
- The applicant, the applicant's spouse, or parent must remain a permanent employee at 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 student'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.
- Students must have demonstrated financial need to be eligible for the Employee-Spouse-Dependent Scholarship. Financial need is determined by information retrieved from the FAFSA and is monitored by the Office of Scholarships and Student Aid.
- The scholarship, when combined with other aid, may not exceed the student's financial 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 serve basis.

### Application Procedures

- If the student is not enrolled 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 the above listed 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 the Office of Human Resources, Administrative Office Building, 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

- The student 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 student must be registered for the summer and have an existing financial aid award for the summer.