

Request for Scholarship (Tuition Discount) for Spouse and/or Dependent

This is to request approval for a scholarship (tuition discount) for courses in accordance with [Policy 1.43 Educational Assistance for Spouses and Dependent Children](#) *

INSTRUCTIONS: Form should be submitted when registration opens for the semester for which the discount is being requested and a new form is required for each semester.

Please complete Sections I and II below which provide information concerning the employee and spouse/dependent for whom the tuition discount is to be provided. Upon completion, forward this form to the Human Resources Department. If approved, a copy is returned via email to the employee, Financial Aid and Sponsored Programs for processing. The original is retained in the employee's personnel file.

I. Employee and Spouse/Dependent Information:

Employee Name: _____ Employee ID: _____

Department/Position Title: _____

Spouse/Dependent Name: _____ SSN or Student ID: _____

Relationship: () Spouse () Dependent Age (of dependent 26 years of age or under)

Semester (term): _____

II. Eligibility Certification Statement:

I hereby certify that the above information is correct and that I and my spouse and/or dependent child meet the eligibility requirements for a tuition discount in accordance with [Policy 1.43 Educational Assistance for Spouses and Dependent Children](#). I understand that it is my responsibility to notify Human Resources of any change in my eligibility for this benefit. I further understand that any misrepresentation or falsification of records will be considered serious misconduct and may be subject to disciplinary action, up to and including termination.

Signature of Employee: _____ Date: _____

III. Approval Information:

Human Resources Department

Start Date of Full-time Employment: _____

Verified By: _____ Date: _____

***The amount of the discount shall be no more than one-half of the in-state tuition rates and are supported with auxiliary funds.**

All curriculum students, for tuition purposes, are classified as either **in-state** or **out-of-state** upon entering Central Piedmont Community College (CPCC). This classification, also known as your residence status, is determined by the [Residency Determination Service \(RDS\)](#).