



Employee Institutional Scholarship Application

For Employee Registering as a Student

Name: _____ UIN: _____

Department: _____

Semester: _____ Year: _____

Name and Section of Course: _____ Hours: _____

_____ Hours: _____

Please be aware that the employee scholarship cannot be used to cover course charges associated with any academic program that is offered through Colloquy Global E-Learning (MS-GBEC) or for Academic Partnerships programs including Executive MBA, BS-Business Administration, MS–Applied Criminology, Master of Education and Doctor of Education. Contact the Student Accounts Office if you have any questions as to whether your academic program qualifies for the employee scholarship.

Arrangements to account for time off from regular work week to attend classes:

_____ Class does not meet during regular work hours

_____ Will utilize vacation time

_____ Will utilize comp time

_____ Will take leave without pay

_____ Other: (Explain)

Employee Signature

Date

Arrangements for time off to attend classes are acceptable and class attendance will not interfere in any way with the accomplishments of duties or the work of the department.

Department Head Signature

Date

Payroll use only:

_____ Eligible _____ Not Eligible Approved: _____ Date: _____