



GRANTS FOR EMPLOYEES AND THEIR FAMILIES APPLICATION

A minimum cumulative GPA of 2.0 is required to receive and retain this grant.

Academic Year: _____ Semester: _____

Employee Name: _____

Campus/Site: _____

Grant Request for (Check One):

____ Faculty/Staff ____ Spouse of Full-time Faculty/Staff

____ Adjunct Faculty ____ Dependent Child of Full-time Faculty/Staff (as defined by the IRS)

If Adjunct Faculty, List Current Class(es) Being Taught (Name and Course #):

If Grant Request for Spouse or Dependent Child of Full-time Faculty/Staff:

Applicant's Name: _____ I.D.# _____

Applicant's Class(es) (Name and Course #): _____

EMPLOYEE'S SIGNATURE _____ Date: _____

SUPERVISOR'S SIGNATURE _____ Date: _____

ADMINISTRATOR'S SIGNATURE _____ Date: _____

For Business Office Use

Student's GPA: _____ Grant Amount: _____

EMPLOYEE GRANT

- All faculty and staff, including adjunct faculty, are eligible for a tuition, fees, and book rental grant for Allen County Community College for-credit classes taken while employed. Adjunct faculty must be teaching during the fall or spring semester they are receiving the Employee Grant. For the summer term the adjunct faculty must be currently teaching or have taught during the previous spring.
- A minimum cumulative GPA of 2.0 is required to receive and retain this grant.
- The approval of the employee's supervisor is required prior to the start of the class.
- If approval is not granted, the employee may appeal the decision to the president. The employee will be asked to provide in writing the rationale for his or her request; the supervisor will provide a written defense of the decision to deny the request. If the president is the direct supervisor of a staff member appealing a denial of permission, the staff member may appeal the president's decision to the Board of Trustees.
- Courses taken by staff during regular working hours must relate directly to the employee's position at the college.
- Courses taken by faculty should not interfere with the execution of the employee's contractual duties. Time spent in class will not be counted towards the weekly 35-hour on-campus requirement.
- Enrollment is on a space-available basis.
- Employee pays for purchased books and/or supplies.

SPOUSE OR DEPENDENT CHILDREN GRANT

- Spouses and dependent children, as defined by the IRS, of full-time employees are eligible for tuition and book rental grants for Allen County Community College for-credit classes taken while their spouse or parent is employed by the college.
- A minimum cumulative GPA of 2.0 is required to receive and retain this grant.
- The approval of the employee's supervisor is required prior to the start of the class.
- If approval is not granted, the employee may appeal the decision to the president. The employee will be asked to provide in writing the rationale for his or her request; the supervisor will provide a written defense of the decision to deny the request. If the president is the direct supervisor of a staff member appealing a denial of permission, the staff member may appeal the president's decision to the Board of Trustees.
- Maximum benefit is tuition and book rental. Other scholarships may not be combined to increase benefit.
- The employee's spouse or dependent child pays for purchased books/supplies and all fees.
- The spouse or dependent child of an adjunct instructor or part-time employee is not eligible for this grant.
- This policy applies to all Allen County Community College for-credit classes regardless of location.