Dependent Tuition Scholarship

For NCTC FT Faculty/Staff Dependents

Eligibility:

One of the great benefits of working at North Central Texas College is that the legal dependents of full-time employees can receive tuition benefits. Employees must be full-time by the Official Date of Record for the requested semester. Legal dependent must be shown as claimed on the employee's income tax return.

Guidelines for Employees to receive tuition benefits:

- The institution will exempt tuition, general use fees, and out-of-district fees.
- All other fees/charges are the sole responsibility of the employee or dependent student.
- Dependent must complete and make a grade of "C" or better. For each course in which a dependent does not earn a grade of "C" or better, or withdrawals "W", the employee must reimburse the college for the amount of tuition and associated fees.
  - This bill must be paid before subsequent enrollment will be authorized.
- Courses must be applicable to a filed degree plan.
- All other academic policies apply

DEPENDENT SCHOLARSHIP AUTHORIZATION FORM

For NCTC Full-Time Faculty/Staff Dependents

Employee Name: _____ **Department Employed:** _____

Dependent Student Name: _____**Dependent Student ID#:** _____

INSTRUCTIONS:

1. **List only courses for which you are requesting the tuition scholarship benefit**
2. **By signing this you understand the student must complete and pass these courses with a "C" or better, Otherwise, the employee must reimburse NCTC**
3. **Obtain all signatures at the bottom of the form BEFORE submitting it to the Office of Financial Aid**
4. **Submit the completed authorization form to the Office of Financial Aid at afleeks@nctc.edu**

Course Abbreviation	Course #	Section #	Course Description	Hours
			Total Number of Hours Requesting Tuition Benefits	

Signature of Employee Requesting: _____ Date: _____

Supervisor Approval: _____ Date: _____

Dean/Director Approval: _____ Date: _____

Financial Aid Office Use Only:

Fund ID	Term	Amount	Date Entered	Initials