

APPLICATION FOR THE AUGUSTA STATE UNIVERSITY EDUCATIONAL INCENTIVE PROGRAM

Completed EIP applications will be accepted in the Human Resources Office on the published acceptance date(s). Eligible applicants will be awarded tuition grants on a lottery basis, contingent upon the availability of funds.

Applicants can fill out their portion on-line, then print and sign the hard copy. The hard copy should then be routed to their supervisor and to Human Resources.

I understand that before I can apply for a tuition grant for a credit course I must be accepted for admission to Augusta State University. I also understand that I must reapply for a tuition grant each semester that I wish to be considered.

I hereby submit my application for the Augusta State University Educational Incentive Program for the upcoming semester:

Fall 20___ Spring 20___ Summer 20___

If awarded an EIP grant that I cannot use, I will notify the Human Resources Office immediately.

Signature _____ Date _____

Name _____ SS# _____
Last First

Department _____ Position _____ Ext. _____

Course will be: Undergraduate Graduate Cont. Ed

Is coursework related to your current job? Yes No

Is coursework leading toward a degree? Yes No

Faculty advisor _____

Name of course: 1st class _____ Total hours _____

2nd class _____ Total hours _____

****Two classes can be taken as long as the total credit hours do not exceed four (4) credit hours>****

Supervisor's Authorization

The supervisor's signature is required before the EIP Application can be processed.

_____ Permission to take a course during the work day is granted. It is understood that the employee will maintain his/her workload requirements and regular work commitment.

_____ This semester it is not possible to allow the employee to take a course during the work day.

_____ It is understood that the course work is scheduled outside of normal working hours.

Supervisor's signature _____

HUMAN RESOURCES OFFICE USE ONLY

Date and time application received _____

Received by _____

This application is not approved for a tuition grant as _____

This applicant, _____, is approved for a tuition grant of \$ _____ for the _____ 20___ school semester for the course entitled _____

Approving authority _____

Date _____

Notification of approval was routed to the applicant, the Business Office, and the Financial Aid Office on _____.