



Employee Tuition Grant Application

Southern Virginia University offers an Employee Tuition Grant (ETG) to full-time employees and eligible family members who are enrolled at the University. Eligible family members include spouses, dependent children, and married children who were already receiving the ETG benefit at the time of their marriage. For complete guidelines please refer to the University Employee Handbook.

To apply for the ETG benefit, the student must complete all of the following steps:

1. Complete this application and submit it to Student Financial Services;
2. Meet the eligibility criteria as outlined in the employee handbook;
3. Complete the Free Application for Federal Student Aid (FAFSA) each year or provide documentation as to the family income, size and number in college to demonstrate that the family is not eligible to receive a Pell Grant;
4. Complete the Virginia Tuition Assistance Grant (VTAG) application by July 31st for any available state grant assistance.

After step one is completed and the employment criteria are met, a base amount of ETG will be applied to the student's award screen. This amount is calculated on the level of enrollment charges less the full value of any Federal Pell Grant or State VTAG for which the student might be eligible. Steps three and four must be completed to establish eligibility or lack of eligibility for Federal or State aid in order for remaining eligibility for ETG to be calculated.

If the student chooses not to, or fails to complete steps 3 & 4 by the deadlines, resulting in a decreased value of Federal or State Grants, the difference will be the student's responsibility to pay to the University Business Office.

Student's Name: _____ Student ID: _____

Address: _____

Phone: _____ Employee Name: _____

Relationship to Student: _____

Student Plans on taking _____ credit hours in the Fall and _____ credit hours in the Spring

Employee Eligibility Confirmed by Human Resources Office: _____

Financial Aid Office Use Only: Status: _____

Date: _____ Authorized By: _____