** The Western Carolina University**

 **Family Scholarship Fund**

 220 H.F.Robinson Building

 Cullowhee, NC 28723

 Fax: (828) 227-7007

**Scholarship Applicants: Please mail, fax or hand-deliver to the above address. *Applications MUST be received in the Department of Human Resources and Payroll by the deadlines listed below. Applications will then be screened and forwarded to the Financial Aid Office for committee review and selection. Employees also seeking a tuition waiver must have their waiver paperwork submitted by the scholarship deadline for scholarship consideration.***

Only current employees of WCU, their child dependents, and their legal spouse are eligible to receive the WCU Family Scholarship award. Qualified applicants meeting current WCU admission criteria *AND* admitted to the university as degree-seeking students will be eligible for the award. Financial need *IS NOT* a requirement for receiving this award, but may be used as a selection criterion upon which to base award priorities. Award selection and renewal are dependent upon the student meeting and maintaining academic standards in accordance with WCU’s published Financial Aid Policy.

I am applying for consideration for the following semester(s):

\_\_\_\_Fall 2014: Number of credit hours: \_\_\_\_\_\_ Scholarship Application Deadline July 15, 2014

\_\_\_\_Spring 2015: Number of credit hours: \_\_\_\_\_ Scholarship Application Deadline December 1, 2014

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_WCU ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_E-Mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I am:

\_\_\_\_A fulltime WCU employee

 \_\_\_\_I have submitted my tuition waiver paperwork \_\_\_\_I will be using both of my tuition waivers for the year

\_\_\_\_The spouse of a fulltime WCU employee

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name of employee and department in which he/she works

\_\_\_\_A dependent of a fulltime WCU employee

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 Name of employee and department in which he/she works

Please list any other scholarships, grants, or tuition assistance you are expecting to receive from other sources.

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**Applicant Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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**Award Guidelines**

**Administration:**

1. Only current employees of WCU, their child dependents, and their legal spouse are eligible to receive the award
2. Simple application; easy to complete, easy to access and print application form via WCU’s Faculty/Staff page
3. Application completed and returned to Human Resources to verify listed WCU employee’s current status, and the applicant’s relationship to employee
4. After confirmation by Human Resources of applicants’ status, applications will be sent to the Financial Aid office
5. An individual's initial application for the award can be made in any semester; however, renewals of the scholarship will be made through annual re-application. For example, initial fall semester application would be renewed through reapplication for the following fall semester; initial spring application would be renewed through reapplication for the following spring semester. Renewals are dependent upon the student maintaining academic standards in accordance with WCU’s published Financial Aid Policy and availability of funds.
6. Award recipients may continue to receive the scholarship as long as qualified parent/legal guardian/spouse/individual remains employed at WCU
7. A qualified individual may receive the award for a maximum of eight (8) semesters

**The Award:**

1. The total funds available for award will be determined by the WCU endowment spending policy
2. The award will supplement applicant’s other awards and scholarships, excluding loans. WCU reserves the right  *to adjust award amount to account for applicant’s other financial gift aid*
3. For current employees, the award amount will cover the remaining balance after tuition waiver is applied, up to a maximum of $1,000 per Fall and Spring semesters ($2,000 per academic year) for full “for credit” course loads and prorated for part-time student FTE
4. For child dependents and legal spouses of employees, the award amount will cover up to a maximum of $1,000 per Fall and Spring semesters ($2,000 per academic year) for full “for credit” course loads and prorated for part-time student FTE
5. Annual awards will be made in lump-sum dollar amounts, only for WCU “for credit courses” up to the actual cost of prorated student FTE equivalent course tuition and student fees or $2,000, whichever is less.
6. Unspent/unassigned funds shall be returned to the scholarship’s endowment corpus

**The Selection:**

1. A Scholarship Review Committee will consist of a representative from each university administrative division. The Committee will review applications submitted in accordance with submission deadlines and any other application requirements.
2. Financial need *IS NOT* a requirement for receiving this award, but may be used as a selection criterion upon which to base award priority.
3. Only those qualified applicants meeting current WCU admissions criteria *AND* admitted to the university as degree-seeking students will be eligible for the award
4. Approximately 25% of available funds for each year will be set aside for employee applicants**;** approximately 75% of available funds for each year will be set aside for children, legal child dependents, and current legal spouses
	1. The term children includes legal step-children and child dependents
	2. Child dependent is defined as per Internal Revenue Service guidelines and as legally claimed on employee’s federal income tax return
	3. Children of employees will take precedence over spouses
5. Full-time employees, child dependents, and their legal spouses will take precedence over part-time employees, child dependents, and their legal spouses.