

Tuition Grant In-Aid (TGIA) Request Adjunct, Preceptor, Field Instructor

Name of Person requesting TGIA

PRN of Person requesting TGIA

I have _____ hours of instruction/supervision in the immediate 12-month period. www.une.edu
(Please attach appropriate verification by Dean's office)

I have taken _____ credits in the last 12 months.

I am requesting TGIA for the:

Academic Year

Semester Fall Spring Summer

Program

Number of Credits

Are you auditing a course Yes No

Please note:

- **Mail completed form, Dean's approval and hours worked to educationalbenefits@une.edu.**
- If you make a change to your course load you must notify the Student Financial Services office.
- You will not see the grant in-aid reflected in you student bill until after the add/drop period. No finance charges will be assessed.
- Refer to the Personnel Handbook for more information on TGIA.
- Tuition will be reduced by 50%. Additional fees beyond tuition such as books, materials, lab fees etc will not be covered.
- A form must be completed for each semester of classes.

Signature

Date

To be completed by Human Resources

I certify that the above requestor is:

Preceptor

Adjunct

Field Supervisor

Employee Date of Hire:

Check Appropriate Box that Applies:

Undergraduate

Graduate

Signature

Human Resources

Date

To be completed by Student Financial Services

Is the requestor eligible for financial aid: Yes

No

No App

Does the total amount of the Grant/Scholarship aid exceed the portion of the tuition not covered by TGIA: Yes No

If yes, amount of grant in-aid must be reduced by:

Signature

Student Financial Services

Date