

## Application for Graduate Tuition Scholarship Directions and Award Policies

*(You must complete this form for each semester of study)*

**GEOP Awards are  
on a first-come,  
first-served basis  
each semester**

### **Directions:**

1. Complete an application for tuition scholarship each semester you plan to study (see page 2).
2. Complete Parts I – III, sign the application and then obtain the signatures of your department chairperson and the dean of your School: Arts and Humanities, Education, Natural and Social Sciences, Professions. EOP/HEOP/SEEK applicants do not need to obtain the signature of the chairperson or dean of their School. All parties should make a photocopy of the application for their records.
3. Application cannot be accepted unless student is enrolled or has attempted to enroll in 12 credit hours of course work for the semester.<sup>1</sup> Course work must be at the graduate level and be required for the master's degree program.
4. Return the completed and approved application to the Graduate School Office, Cleveland Hall 204.

### **Award Policies:**

1. Students are responsible for paying college fees and mandatory student health insurance (full-time students), as they are not covered by your tuition scholarship. These charges are paid to the Student Accounts Office by the student prior to the payment due date on your bill. Failure to pay these charges by the due date may result in your registration being cancelled and/or late fees being assessed.
2. You must complete the graduate tuition scholarship form for each semester of study.
3. State University of New York policies require eligible students to apply for a Tuition Assistance Program (TAP) award.
4. EOP/SEEK/HEOP students may apply for tuition scholarship for the spring or fall semesters only.
5. EOP/SEEK/HEOP students must be enrolled full-time (12 graduate credit hours).
6. EOP scholarships and fellowships may be applied toward the student's first master's degree. Students pursuing a second master's degree are not eligible for these awards.

**Application for Tuition Scholarship is on page 2 of this document.**

***Remember: You must complete this form for each term of study***

<sup>1</sup> Students may qualify for an award for less than 12 credit hours if it is their final semester of enrollment.

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STATE UNIVERSITY OF NEW YORK  
**Application for Graduate Tuition Scholarship**

**Form for students already awarded an assistantship/fellowship/Graduate EOP**  
*(Students must complete this form for each semester of study)*

**PART I: APPLICANT DATA**

Name		Social Security Number		
Permanent Address	Street	City	State	Zip
Local Address	Street	City	State	Zip
Department	Name of Supervisor		Semester and Year	Hours Per Week Obligation
Type of Appointment: (check one) <input type="checkbox"/> Graduate Assistant <input type="checkbox"/> Research Assistant <input type="checkbox"/> Intern/Fellow <input type="checkbox"/> SEEK/EOP/HEOP <input type="checkbox"/> None				

**PART II: TAP APPLICATION**

<p>Section A: (check one)  I have applied for a TAP award:</p> <p><input type="checkbox"/> Attached is a copy of the award certificate issued by the State Education Department</p> <p><input type="checkbox"/> I certify that on or about _____(date) I submitted a Student Payment Application for a TAP Award to the State Education Department. I have not received an award notice as of the date of this application.</p> <p>Signature _____</p>	<p>Section B:  I am not eligible for a TAP award because:</p> <p><input type="checkbox"/> Non-citizen of the United States</p> <p><input type="checkbox"/> Non-resident of New York State</p> <p><input type="checkbox"/> I am registered for fewer than 9 credit (fall or spring term)</p> <p><input type="checkbox"/> I am registered for fewer than 6 credits (summer term)</p> <p><input type="checkbox"/> My combined family net taxable income is in excess of current limits.</p> <p><input type="checkbox"/> I have used my total eligibility for TAP. (Verification of ineligibility must be on file in the Graduate School.)</p> <p>Signature _____</p>
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**PART III: COURSE DATA**

List **only** the courses for which the tuition scholarship is requested.

Course Number	Course Title	Credit Hours

**PART IV: SIGNATURES AND APPROVAL**

I certify that the information submitted in this application is complete and accurate to the best of my knowledge.

**Please retain a copy after you have signed the form.**

Applicant	Date	<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved
Department Chairperson	Date	
School Dean	Date	Dean of Graduate School Signature:
		Date:

**COLLEGE USE ONLY**

Line #:	Maximum Hours Authorized:
Grant #:	Percentage:
FTE:	Verified:
Salary:	Date:
	Amount: