



Employee Dependent Child Scholarship Policy:

*Approved By and Date:
Board of Trustees, 2-27-17
Executive Leadership Team, 2-2-17*

Dependent children of full time employees may be eligible to receive an institutional scholarship in an amount equivalent to the in-district tuition and general education fee costs. Application for this scholarship and eligibility determination must occur annually.

Employee Dependent Child Scholarship Procedures:

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1. Prospective scholarship recipients must file the annual Free Application for Federal Student Aid (FAFSA) application and receive their Student Aid Report (SAR) before scholarship eligibility can be determined. NOTE: Students claiming independent status when filing their FAFSA have waived their dependency rights and are not eligible for this scholarship. Dual credit/early admission students need not file the FAFSA.
2. "Dependent children" of full-time employees who have a minimum of one year of service at Kilgore College and are in good standing with the institution will be considered eligible for this scholarship.
3. Dependency must be documented through one of the following means:
 - The student is claimed as a dependent on the employee's most recent IRS tax return; or
 - The student is covered by the employee's Kilgore College sponsored insurance plan; or
 - The employee is currently paying child support to/on behalf of the student; or
 - The student lists dependency to the employee on his/her FAFSA application.

Employees who do not meet the eligibility requirements but who have extenuating circumstances may request a review of their eligibility status by completing a review request form. This form can be found on the Human Resources website.

4. This scholarship will have the following limitations:
 - A maximum of 60 attempted semester credit hours (or equivalent continuing education certificate clock hours) will be covered.
 - Participants will be limited to one degree or certificate except in the case of stackable credentials where the certificate is a direct segue into the associate's degree occurring without loss of hours.
 - Only in-district tuition and general education fees will be paid; out-of-district fees, course specific fees, books, uniforms, supplies, etc. will not be covered.
 - This will be a non-liquidated scholarship; thus, no cash will accrue to the student.
 - Students will maintain satisfactory progress and must meet 2.5 Satisfactory Academic Progress (SAP). A student who is meeting SAP will have a 2.5 cumulative grade point average or above.

For more information on this employee benefit, please contact the Human Resources Office.