



Employee Dependent Child Scholarship

Employee Dependent Child Scholarship Policy

Approved by and date:

Board of Trustees

02/27/2017

Executive Leadership Team

02/02/2017

Policy:

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.

Procedures:

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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.

- a. 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.
- b. "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.
- c. Dependency must be documented through one of the following means:
 - 1) The student is claimed as a dependent on the employee's most recent IRS tax return; or
 - 2) The student is covered by the employee's Kilgore College sponsored insurance plan; or
 - 3) The employee is currently paying child support to/on behalf of the student; or
 - 4) The student lists dependency to the employee on his/her FAFSA application.
- d. 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.
- e. This scholarship will have the following limitations:
 - 1) A maximum of 60 attempted semester credit hours (or equivalent continuing education certificate clock hours) will be covered.
 - 2) 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.

- f. 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.
- g. This will be a non-liquidated scholarship; thus, no cash will accrue to the student.
- h. 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.