

UNIVERSITY of  
NORTHERN COLORADO



APPLICATION FOR EMPLOYEE TUITION GRANT 2007-2008

NAME OF APPLICANT \_\_\_\_\_

UNC ID # \_\_\_\_\_ Graduate \_\_\_\_\_ Undergraduate \_\_\_\_\_

The UNC Tuition Grant applies only to “resident” tuition. It does not apply for independent study or professional development courses offered through the Office of Extended Studies.

Check appropriate term – one only – separate form required for each term enrolled.

SUMMER  FALL  SPRING

I will register for \_\_\_\_\_ credit hours.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

.....  
The above named person is a current employee of the University of Northern Colorado.

He/she is eligible for a tuition grant for \_\_\_\_\_ credit hours. Employee FTE \_\_\_\_\_ C F E

\_\_\_\_\_  
UNC Office of Human Resources

\_\_\_\_\_  
Date

This employee has taken \_\_\_\_\_ credit hours this academic year. SU \_\_\_\_ FAL L \_\_\_\_ SP \_\_\_\_

APPLICATION PROCEDURE:

1. Complete application form and take to Human Resources Office, Carter Hall 2002 for approval. **A new application is required for each semester.**
2. Undergraduate students apply one time for the College Opportunity Fund Stipend (COF) @ [www.CollegeInColorado.org](http://www.CollegeInColorado.org). Each semester thereafter you must re-authorize COF during the registration process. **Failure to apply for COF and reauthorize each semester will cause the employee to be responsible for the tuition balance not paid by COF.**
3. **Take signed form to the Office of Financial Aid, Carter Hall 1005 at least one week prior to the semester drop/add date.**
4. Register for class through normal registration process and authorize COF.

**This document must be completed and submitted at least one week prior to the semester drop add date. We will be unable to make corrections to any student bills if forms are received in financial aid after this date. The tuition grant will be applied to your UNC student bill within 2 weeks. Employees submitting forms more than 2 weeks after the beginning of the semester may be assessed service charges on any unpaid balance as of the bill due date.**