

## 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 – II, 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. EOP/HEOP/SEEK students cannot submit tuition scholarship application unless student is enrolled or has attempted to enroll in 9 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. EOP/SEEK/HEOP students may apply for tuition scholarship for the spring or fall semesters only.
4. Tuition scholarships for graduate assistants are for a maximum of 9 graduate credits each fall/spring semester.
5. EOP/SEEK/HEOP students must be enrolled full-time (9 graduate credit hours).
5. 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 9 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		Banner Number/Social Security Number		
Permanent Address		Street	City	State Zip
Local Address		Street	City	State Zip
Semester & Year	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			
Grad Assts Only	Department	Name of Supervisor		Hours/Week Obligation

**PART II: COURSE DATA**

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

Course Number	Course Title	Credit Hours

**PART III: 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  Dean of Graduate School Signature:  Date:
Department Chairperson (Grad Asst's Only)	Date	
School Dean (Grad Asst's Only)	Date	

**COLLEGE USE ONLY**

Graduate Assistant Line Number _____
Date: _____ Amount: _____