

Non-CMU Employees Application for Faculty/Staff Benefit 2022-2023 Academic Year

Please complete the first two sections and return them to your HR Office. They will, in turn, send to the Office of Financial Assistance.

Section 1: Student Information

Student Name: _____ Student ID# _____

Permanent Home Address: _____ City: _____ State: _____ Zip: _____

Email: _____

What will your grade level be when you begin the 2022-2023 academic year?

- Undergraduate ***See note below regarding FAFSA requirements**
- Undergraduate with a previous Bachelor's Degree already ****See note below regarding FAFSA requirements**
- Graduate/professional - Please note graduate spouse benefits at 50% are taxable. ****See note below regarding FAFSA requirements**
See HR for details of coverage.
- High School Dual Credit Courses (no FAFSA required)

Which term(s) will you enroll in?

- | | |
|--|--|
| <input type="checkbox"/> EXFA22 (GGES) | <input type="checkbox"/> GRFA22 (GRAD) |
| <input type="checkbox"/> EXSP23 (CGES) | <input type="checkbox"/> GRSP23 (GRAD) |
| <input type="checkbox"/> EXSU23 (CGES) | <input type="checkbox"/> GRSU23 (GRAD) |

Which campus will you attend?

- Other Location or Online (CGES) Graduate (GRAD)

Section 2: Employee Information

Name: _____ ID #: _____ Relationship to Student: _____

Permanent Home Address: _____

City: _____ State: _____ Zip: _____

Department: _____ Email: _____

By signing this document I agree to pay all miscellaneous fees within 30 days from the beginning of the term. Failure to pay these fees will result in forfeiture of benefits for subsequent terms. I also recognize if employment terminates during a term, I will be responsible for the pro-rated share of the tuition benefits

***All first-time UNDERGRADUATE applicants must complete a Free Application for Federal Student Aid (FAFSA.)** If it is determined that the student **does** qualify for federal or state **grants**, they must complete a FAFSA in subsequent years. If it is determined that the student **does not** qualify for federal or state grants their first year, they are not required to complete a FAFSA the following year unless their financial circumstances change making them eligible for grants. Federal/state grants will be applied first to tuition cost. The remaining tuition balance will be paid by faculty/staff benefit. Students living on-campus need to contact the Financial Assistance office for benefit information. **Failure to complete the FAFSA and the Application for Faculty/Staff Benefit forfeits the right to receive the benefit.**

**** All Undergraduate Students who have already received their 1st Bachelor's Degree, or any Graduate Students** who wish to use federal loans must complete a FAFSA. If you do not wish to use any federal loans, this requirement is waived for these two categories of students only.

Student's Signature: _____ Date: _____

Employee's Signature: _____ Date: _____

Section 3: Payroll/Human Resources Information

For Payroll/Human Resources Office Only – Do Not Write In This Box	
Institution and Department _____	Date of Employment: _____
Benefit Eligible: Yes _____ No _____	Date Eligible for Faculty/Staff Benefit: _____
Payroll Director Signature: _____	Date: _____