



## Non-CMU Employees Application for Faculty/Staff Benefit 2023-2024 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: \_\_\_\_\_ Phone: \_\_\_\_\_

What will your grade level be when you begin the 2023-2024 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 campus will you (student) attend? ☐ Fayette (CLAS) ☐ Off-Site/Online (CGES) ☐ Graduate Fayette/Online (GRAD)

### Section 2: Employee Information ☐ STUDENT is same as EMPLOYEE (Please complete Department information below)

Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_

Permanent Home Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Department: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**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 1<sup>st</sup> 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: \_\_\_\_\_