



Non-CMU Employees Application for Faculty/Staff Benefit
2024-2025 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 2024-2025 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 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: