 <b>Division of Human Resources</b> Standard Operating Procedures	<b>Procedure:</b>	<b>GRANT-IN-AID/FEE WAIVER PROGRAM</b>
	<b>Effective Date:</b>	July 30, 2012
	<b>Revision Date:</b>	n/a
	<b>Type of Process:</b>	<input type="checkbox"/> Internal Procedure <input checked="" type="checkbox"/> Campus Procedure
	<b>Approved By:</b>	<i>Thomas Brown</i> (original on file)

The following classes of employees are eligible for education assistance through the CSN Grant-in-Aid/Fee Waiver program:

- Full & Part-time Classified Staff
- Academic Faculty
- Professional Staff (Administrative Faculty)
- Temporary Letter of Appointments/Letter of Appointments with Benefits

The Grant-in-Aid/Fee Waiver program does not cover 100% of the tuition cost and education assistance will vary by employee class. Eligible employees can apply for Grant-in-Aid/Fee Waiver immediately (no waiting period).

### **Classified Staff**

For eligibility requirements consult the Education Assistance: Classified Grant-in-Aid/Fee Waiver website at: <http://www.csn.edu/pages/2417.asp>.

To apply for a Grant-in-Aid/Fee Waiver:


1. Discuss interest in taking classes with immediate supervisor and get approval.
2. Register for the class(es) by the due date listed on the Grant-in-Aid/Fee Waiver website.  
**Note:** If a Grant-in-Aid/Fee Waiver application for CSN is submitted after the due date, pay for the tuition and fees in full to avoid late fees or being purged from the class(es); a refund check will be sent once the Grant-in-Aid/Fee Waiver application has been processed.
3. Complete the Classified Grant-in-Aid/Fee Waiver form at:  
<http://www.csn.edu/PDFFiles/HR/Classified.GIA.form.pdf> .
4. Once complete, print and sign the form.
5. Send the form to the supervisor and the respective Vice President for approval.
6. Submit the signed form to the Division of Human Resources (sort code W40E) for processing.
7. Complete the Classified Book Voucher form at:  
<http://www.csn.edu/PDFFiles/HR/ClassifieBookVoucher.pdf> .
8. Once complete, print and sign the Book Voucher form.  
**Note:** The information on the form will need to match the classes on the Grant-in-Aid/Fee Waiver.
9. Submit the completed Book Voucher form to the Division of Human Resources (sort code W40E).

### **Temporary Letter of Appointments (LOA)/Letter of Appointments with Benefits (LOB)**

The Part-Time Professional Faculty Fee Waiver program applies only to CSN part-time professional faculty members. The program only covers courses taken during the Fall and Spring Semesters at CSN. Courses taken during the Summer or between semesters are not eligible.

To apply for a Grant-in-Aid/Fee Waiver:

1. Discuss interest in taking classes with immediate supervisor/department chair and get approval.

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2. Register for the class(es) by the due date listed on the Grant-in-Aid/Fee Waiver website.  
**Note:** If a Grant-in-Aid/Fee Waiver application for CSN is submitted after the due date, pay for the tuition and fees in full to avoid late fees or being purged from the class(es); a refund check will be sent once the Grant-in-Aid/Fee Waiver application has been processed.
3. Complete the Part-Time Grant-in-Aid/Fee Waiver form at:  
<http://www.csn.edu/PDFFiles/HR/PartTimeFaculty.GIA.form.pdf>
4. Once complete, print and sign the form then forward to supervisor/department chair for approval.  
**Note:** Make sure to fill in the box "Course(s) Used to Establish Eligibility".
5. Submit the signed form to the Division of Human Resources (sort code W40E) for processing.

#### **Academic Faculty/Professional Staff/Dependents**

To apply for a Grant-in-Aid/Fee Waiver:

1. Discuss interest in taking classes with immediate supervisor/department chair and get approval.
2. Register for the class(es) by the due date listed on the Grant-in-Aid/Fee Waiver website.  
**Note:** If a Grant-in-Aid/Fee Waiver application for CSN is submitted after the due date, pay for the tuition and fees in full to avoid late fees or being purged from the class(es); a refund check will be sent once the Grant-in-Aid/Fee Waiver application has been processed.
3. Complete the Professional Grant-in-Aid/Fee Waiver form at:  
<http://www.csn.edu/PDFFiles/HR/Professional.faculty.GIA.form.pdf>
4. Once complete, print and sign the form then forward to supervisor/department chair for approval.  
**Note:** Supervisor's signature is not required for spouse/domestic partner or dependents.
5. Submit the signed form to the Division of Human Resources (sort code W40E) for processing.

**Note:** For questions or additional information on Grant-in-Aid/Fee Waivers, contact the Division of Human Resources at (702) 651-5800.