



Non-CMU Employees Application for Faculty/Staff Benefit 2025-2026 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 2025-2026 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: _____