



Non-Profit (501c3 registered) Employment Verification Form

The employer's certification should be obtained prior to the term the scholarship is being requested. The scholarship will not be granted until the documentation is submitted. Please submit to the Admissions Office for initial awarding and to the Financial Aid Office for renewal purposes.

Williamson College, 274 Mallory Station Road, Franklin, Tennessee 37067 / FAX: 615.771.7810

School Term: _____ Month / Year (Office use only)

Student Information

Full Name of Student _____ Date of Birth _____

Address _____

Relationship to Employee: _____ Self, _____ Spouse, _____ Child (under age 24)

Pursuing: _____ undergraduate degree, _____ graduate degree

Employee Information (must be employed at least 30 hrs/week)

Full Name of Employee _____

Employee's Position _____

Employee Contact Phone Number _____

Home Address _____

Employer _____ Registered 501c3 #: _____

Employer Address _____

Phone Number _____

Supervisor's Name and contact number _____

We individually do hereby certify that all of the information contained above is true, correct, and complete to the best of our knowledge. We hereby acknowledge receipt of a copy of the rules of this scholarship, and that to the full extent of our knowledge and information both the employee and the student are fully qualified for this scholarship under the rules. If following enrollment, the student is found to be ineligible for this award, the student will be responsible for reimbursement of scholarship funds received during the period of ineligibility.

Student Signature and Date _____

Employee Signature and Date _____

Employer Signature and Date _____

Rules for the Non-Profit Scholarship

The scholarship application and verification form will be available at the time of official admission to the college as well as available on the Williamson College website. The Free Application for Federal Student Aid (FAFSA) must be filed each year for undergraduate scholarship consideration. The Scholarship Committee will review applications and award the scholarships. Recipients will be notified of initial awards in writing from the Admissions Office. Awards must be renewed each subsequent registration period.

Eligibility –

The **graduate scholarship** is open for employees (min. 30 hrs./week) of non-profit, 501c3 registered organizations. Students are eligible for a one-time \$3300 scholarship for their graduate degree.

Successful graduate student must meet all the following:

- Be officially admitted in the Master's program at Williamson College
- Hold a bachelor's degree with a college GPA of 3.0 or better
- Maintain continuous enrollment to complete the degree
- Complete the College's scholarship application and verification of employment form.

Limitations -

Scholarships will not be retroactive for prior terms and are available only by application. An employment verification form must be completed by the employer submitted to the College prior to each term for scholarship consideration. Scholarship amounts will be adjusted to prevent over-awards above direct costs of the term. Scholarships cover tuition expenses only. Other outside assistance will be considered when awarding the scholarship. Students can receive only one institutional scholarship per 20 week enrollment period.

Definitions –

Children under the age of twenty-four (24): Dependent children, twenty-three (23) years of age or younger, of full time non-profit, 501c3 registered employees who are:

- (a) The natural children or legally adopted children of the employee;
- (b) The stepchildren of the employee living with the employee in a parent/children relationship;
- (c) Otherwise eligible and living in a parent/children relationship with the employee, such as children of deceased parents who are being raised by a grandparent who is employed as a full time employee of a non-profit, 501c3 organization;;
- (d) Children, as described in (a) through (c) above, of an employee who died while employed as a employee of a non-profit, 501c3 organization, and who are utilizing the benefit at the time of the parents death.