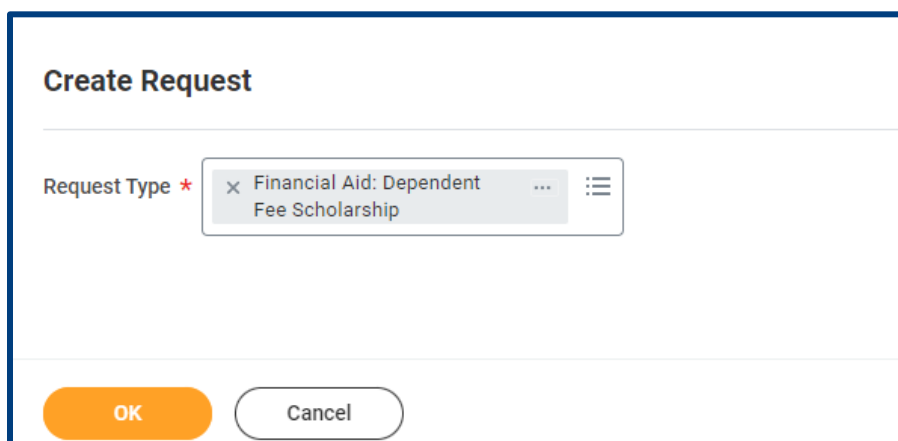


FACULTY & STAFF

Financial Aid: Dependent Fee Scholarship Request

This request in Workday replaced the Dependent Scholarship/Waiver Authorization form. Full-time employees that have been with the College for at least six months must submit this request for an eligible dependent and are allowed up to 24 college credits or equivalent clock hours per year for lower and upper-level classes.

1. In the search bar, access the *Create Request Task*.
2. Type or search for *Financial Aid: Dependent Fee Scholarship*.
3. Click **OK**.

A screenshot of a 'Create Request' form. The title 'Create Request' is at the top. Below it is a 'Request Type' field with a red asterisk. A dropdown menu is open, showing the selected option 'Financial Aid: Dependent Fee Scholarship'. At the bottom of the form are two buttons: 'OK' (orange) and 'Cancel' (white with a grey border).

4. Review the **Board Policy 6Hx20-3.003 Fee Waivers and Scholarships**.
5. Review the **Registration Steps** and complete the additional requirements for edibility, such as submitting a [Pensacola State College Admissions Application](#) if the dependent is enrolling for the first time, completing the [FAFSA](#) for the current year, and the dependent remaining in good standing for satisfactory academic progress.
6. Complete all required fields: dependent full name and dependent student ID.
7. Indicate whether the dependent has completed or plans to complete the FAFSA for the current year.
8. Next, attach a copy of the dependents course schedule for the year and term you're applying for the fee scholarship.
9. Complete all required fields: employee full name, employee ID, employee department, and year and term the dependent is applying for the fee scholarship.
10. Type your full name in the box, agreeing that the dependent receives over 50% of your support.
11. Click **Submit**.

Human Resources and Financial Aid departments will review and process your request. If denied, a fee scholarship may appeal to the Vice President of Business Affairs, who will review the situation to determine if there are mitigating circumstances. The Vice President will make a final determination and may impose additional criteria to fee scholarship awards to approve further fee scholarships.