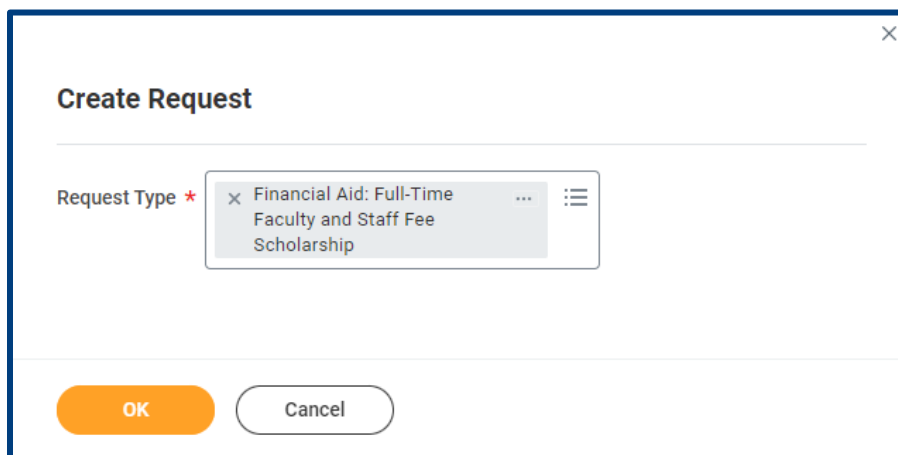


FACULTY & STAFF

Financial Aid: Full-Time Faculty and Staff Fee Scholarship Request

This request in Workday replaced the Faculty and Staff Scholarship/Waiver Authorization form. Full-time employees that have been with the College for at least six months may apply 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: Full-Time Faculty and Staff Scholarship*.
3. Click **OK**.



4. Review the **Board Policy 6Hx20-3.003 Fee Waivers and Scholarships**. To submit a request for an eligible dependent, use the *Financial Aid: Dependent Fee Scholarship Request* instead.
5. Review the **Employee Registration Steps** and complete the additional requirements for eligibility, such as submitting a [Pensacola State College Admissions Application](#) if enrolling for the first time, completing the [FAFSA](#) for the current year, and remaining in good standing for satisfactory academic progress. Career Service employees must also complete the [Release Time for Study form](#) that their supervisors or department head must approve.
6. Select which option you're applying for:
 - Full-Time Faculty Fee Scholarship
 - Full-Time Staff Fee Scholarship
7. Complete all required fields: full name, employee ID, Department, and year and term you're applying for the fee scholarship.
8. Next, attach a copy of your course schedule for the year and term you're applying for the fee scholarship.
9. Review and certify that a or b applies to you and type your full name in the box agreeing.
10. 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.