



# PennState

## Human Resources

### AUTHORIZATION FOR DEPENDENT GRANT-IN-AID (Retiree form)

Faculty/Staff Name \_\_\_\_\_ PSU ID# \_\_\_\_\_

Date of Employment \_\_\_\_\_ College/Department \_\_\_\_\_

Campus Location \_\_\_\_\_

Dependent's Name \_\_\_\_\_ PSU ID# \_\_\_\_\_

Student's Campus Location \_\_\_\_\_ Year & Semester aid to begin \_\_\_\_\_

Dependent's Date of Birth (mmddyyyy) \_\_\_\_\_

I hereby apply for dependent grant-in-aid for the above named dependent and agree to notify the Employee Benefits Division if said dependent becomes ineligible under the terms of HR-37, Grant-in-Aid for Dependents of Members of the University Staff. I understand that I maybe asked by AON Hewitt to provider proof of my relationship to this dependent.

\_\_\_\_\_/\_\_\_\_\_

Signature of Faculty or Staff Member

Date

#### PROVISIONS OF HR-37

Full provisions of the grant-in-aid policy are found in HR-37 of the University's Policy Manual. Some specific provisions of the policy include:

- A. available to a spouse for any semester/session that begins on or after eligible employee's date of regular, full-time employment.
- B. grant-in-aid applies to all resident instruction, continuing education and World Campus credit courses **except** for professional curriculum such as those offered at The College of Medicine of the Milton S. Hershey Medical Center, the Dickinson School of Law, and the Smeal College of Business Executive MBA Program. It does not apply at summer camps or workshops operated by the University unless University credit is given and regular tuition is charged.
- C. grant-in-aid applies only until a dependent child receives their bachelor's degree from the University
- D. Children up to age 26 are eligible for the discount and applies to undergraduate credits only
- E. faculty and staff members eligible to claim grant-in-aid include:
  - 1. a regular, full-time faculty or staff member
  - 2. a person holding a full-time special faculty appointment or staff exempt appointment
  - 3. a member of the military service on the staff of the Department of Military Science and Tactics, Air Science and Tactics, or Naval Science
  - 4. a retired faculty or staff member who qualified to continue the group insurance after retirement
- F. faculty and staff members must remain in full-time, regular employment for at least one-half of the semester or summer session in order to maintain eligibility for the grant-in-aid.

The authorization form is to be submitted before the end of the semester or summer session in which the grant-in-aid is to begin. The form is to be completed for each eligible dependent enrolled at the University and submitted to the fax number or address listed below.