

## **Scholarship Application Process**

**Tuition Reimbursement Office**

**Email:** [tuition@montefiore.org](mailto:tuition@montefiore.org)

**Office #:** 914-349-8563

**Office Fax:** 914-349-8584

- Submit the documents mentioned below to the Tuition Office by July 1<sup>st</sup>.

**Forms located on the Montefiore Intranet, Human Resources page, under Benefits Information, Tuition Reimbursement.**

### **Qualifications for the scholarship:**

- Students must be a dependent of a regular full-time employee. All full-time regular Associates who have been employed by Montefiore for at least one (1) year prior to application.
- Total family income and general expenses must be shown to demonstrate financial need.
- Applicants must provide complete information on scholarships granted by all sources.
- Applicants must provide letter of acceptance or transcript indicating enrollment on a full-time basis at an accredited two or four year College/University

All requests must adhere to Tuition Policy V-21.

Tuition Reimbursement Office will notify you if there is a question about your application.

### **Processing Scholarship Request**

**The forms listed below must be completed and submitted to the Tuition Office no later than July 1, 2018.**

- A completed 2018 Montefiore Scholarship application
- A copy of the CSS/Financial Aid Profile mailed from the College Board. Registration
- A college Financial Aid Statement
- A letter of acceptance if dependent is a new student or a transcript of grades from last semester if the student is continuing in school.

**Submissions past July 1<sup>st</sup>, 2018 will be denied.**