



## **TUITION (TUT) SCHOLARSHIP**

Empowering Students by Breaking Down Financial Barriers

The Tuition (TUT) Scholarship was created to assist in defraying tuition and fees costs. It provides up to \$1,000.00 in support for **new** and **continuing** students with financial need. Awards are determined per semester. Students are encouraged to reapply each term if they have a demonstrable need.

### **ELIGIBILITY**

Applicants must be new or continuing undergraduate or graduate students in a certificate or degree-seeking program. A minimum enrollment of 3-credits is required per semester with a minimum GPA of 2.0 for undergraduates and 3.0 for graduates. In addition to the TUT application, student must complete the 2020-2021 FAFSA and submit a compelling personal statement that demonstrates their financial need. Award determination is made using the current NYS Median Family Income index and the application materials.

All applicants must meet Satisfactory Academic Progress (SAP), which is the successful completion of coursework towards a degree or certificate. Students must resolve incomplete coursework (INC) prior to application submission. Applications submitted with outstanding incompletes will be denied.

- I. Application**
- II. FAFSA**
- III. Personal Statement**

### **APPLICATION INSTRUCTIONS**

**Follow instructions carefully when preparing and uploading sections. Acrobat reader is required!**



#### **Windows Users**

Follow the link to install the most current version of Adobe Acrobat Reader DC:  
<http://get.adobe.com/reader/>



#### **Mac Users**

Follow the link to install the most current version of Adobe Acrobat Reader DC:  
<https://get.adobe.com/reader/otherversions/>

#### **I. Application Form**

1. Save this form to your computer.
2. Open the application and fill in all of the required sections.
3. Once complete, save using filename: **LAST NAME, FIRST NAME\_ TUT APPLICATION**
4. Be sure to save as a .pdf file. Do not upload secured, password-protected, or encrypted files as reviewers will not view these documents.

#### **II. FAFSA Instructions**

1. Visit <https://studentaid.ed.gov/sa/fafsa> to get started.
2. The School of Labor and Urban Studies is part of the CUNY Graduate School and University Center. Use the Title IV School Code is **004765** (CUNY Graduate School and University Center).
3. Save the FAFSA confirmation page using filename: **LAST NAME, FIRST NAME\_ TUT FAFSA**
4. Be sure to save as a .pdf file. Do not upload secured, password-protected, or encrypted files as reviewers will not view these documents.

Your FAFSA must be completed at the time of submission. If you have questions while completing the FAFSA form, you may contact the FAFSA helpline at (800) 433-3243.



### III. Personal Statement Instructions

1. Submit a typed essay (no more than 1,000 words) that highlights the following:
  - Introduction to you: for example – are you the first in your family to go to college? Are you financially or economically disadvantaged? Are you managing debt?
  - Explanation on the steps you have already taken to pay for your education, such as a 529-Savings Plan or student loans.
  - Explanation of challenges, such as circumstances in your life that have impacted your ability to pay for your education. For instance, there may have been changes in your family's income, unanticipated expenses or a shortfall in your finances.
  - How will this scholarship help you achieve you academic or career goals?
2. Remember to proofread! Review the document to ensure it is complete, current, and legible.
3. Once complete, save using filename: **LAST NAME, FIRST NAME\_ TUT ESSAY**
4. Be sure to save as a .pdf file. Do not upload secured, password-protected, or encrypted files as reviewers will not view these documents.

### IV. Submission Instructions

1. Access the secure document upload link:  
<https://www.dropbox.com/request/nD6EaEMASp7BkO021sw9>
2. You should be submitting three (3) separate documents. Be sure that each file is in .pdf format and is saved using the approved filenames.

Filename for application: LAST NAME, FIRST NAME\_ TUT APPLICATION

Filename for FAFSA confirmation page: LAST NAME, FIRST NAME\_ TUT FAFSA

Filename for personal statement: LAST NAME, FIRST NAME\_ TUT ESSAY

For submission support, please contact [studentaccounts@slu.cuny.edu](mailto:studentaccounts@slu.cuny.edu)

### **APPLICATION DEADLINE:**

**CONTINUING STUDENTS: DECEMBER 10, 2020**

This application and all supporting documents must be submitted by the date listed above. Late or incomplete applications will not be accepted or reviewed. There are no exceptions. Falsification of information will automatically disqualify the applicant from receiving any scholarships.

### **AWARDING**

- The CUNY School of Labor and Urban Studies will review scholarship applications against the stated criteria and overall completeness.
- TUT Scholarships are packaged by the Office of Fellowships and Financial Aid. Disbursement may be scheduled any time after the add and drop period.
- Awardees who cancel their enrollment or withdraw may no longer be eligible for the TUT Scholarship.
- The TUT Scholarship is only applied to the cost of tuition and fees at the CUNY School of Labor and Urban Studies. Stipends or refunds from this award are prohibited. Tuition and fees costs exceeding the maximum allowable benefit are the responsibility of the student.
- TUT Scholarships assume last payer priority to eligible federal and state grants and employer-sponsored benefits. For example, an awardee receives a Federal Pell Grant for \$1,500 towards their tuition/fees totaling \$2,000.00. TUT then pays \$500.00.
- Students must reapply each semester. The FAFSA is required each academic year to assess financial need. Award determination is made using the current NYS Median Family Income index and the application materials.
- The minimum GPA for an undergraduate is 2.0, and the graduate is 3.0.
- Additional details are listed in the FAQ.



## APPLICATION TUITION (TUT) SCHOLARSHIP

Empowering Students by Breaking Down Financial Barriers

**This application is for CONTINUING STUDENTS ONLY! If you are a NEW STUDENT, please obtain the application for NEW STUDENTS ONLY.**

Last Name			First Name		
Middle Initial			EMPLID		
Address					
City			State		
Zip					
Phone #					
Student Email					
Personal Email					
Degree/Certificate Program					

I, the undersigned, have read and understood the terms of this application. I hereby certify that this form and any attachments are truthful and that I am the person whose details have been provided. I understand that decisions are final and cannot be contested. I agree that if awarded a scholarship, the CUNY School of Labor and Urban Studies may share my name and scholarship information with the local media, television, radio, and/or the College website.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



## **FAQ TUITION (TUT) SCHOLARSHIP**

Empowering Students by Breaking Down Financial Barriers.

**1. Where can I obtain the TUT Scholarship application?**

The application is available on the CUNY School of Labor and Urban Studies website. If you cannot download the application, contact the CUNY SLU Helpdesk at [ITHelpDesk@slu.cuny.edu](mailto:ITHelpDesk@slu.cuny.edu).

**2. Who can I contact for application help and support?**

Questions related to the TUT Scholarship should be directed to [scholarships@slu.cuny.edu](mailto:scholarships@slu.cuny.edu) or 646-313-8514. Questions about your Financial Aid package should be directed to [financialaid@slu.cuny.edu](mailto:financialaid@slu.cuny.edu) or (212) 817-7460.

**3. Are paper applications accepted?**

No. The application and supporting documents must be submitted electronically by 11:59 p.m. EST on the deadline using the secure document upload:

<https://www.dropbox.com/request/nD6EaEMASp7BkO021sw9>

Pay attention to deadlines. Late or incomplete applications will not be accepted or reviewed. Exceptions are never made. A paper copy of the online application will not be accepted. A representative will confirm the receipt of the application within 48 hours.

**4. What are the minimum eligibility requirements for the TUT Scholarship?**

Applicants must be new or continuing undergraduate or graduate students in a certificate or degree-seeking program. A minimum enrollment of 3-credits per semester is required. The minimum GPA is 2.0 for undergraduates and 3.0 for graduates. Applicants are required to complete a FAFSA. The applicant is must also submit a 500 to 1000-word statement of financial need.

All applicants must meet Satisfactory Academic Progress (SAP), which is the successful completion of coursework towards a degree or certificate. Students must resolve incomplete coursework (INC) prior to application submission. Applications submitted with outstanding incompletes will be denied.

**5. Do only full-time students qualify for the TUT Scholarship?**

No. The applicant must be pursuing a certificate, advanced certificate, bachelors or master's degree at the CUNY School of Labor and Urban Studies and registered for at least one class.

**6. Are students with incomplete coursework (INC) eligible for TUT?**

No. Incompletes must be resolved prior to submitting an application.

**7. Can I apply for the TUT Scholarship if I receive aid from other sources?**

Yes, however, full financial aid (excluding federal or private student loans) will prorate TUT to \$0. TUT is a last payer, which means it will cover the difference in tuition after financial aid is applied (excluding federal or private student loans). For example, an awardee receives a Federal Pell Grant for \$1,000 towards their tuition and fees totaling \$2,000.00. TUT then pays \$1,000.00.

**8. How are awardees selected?**

The Awards Committee will score applications based on the stated criteria and overall completeness. Decisions are final.

**9. How are TUT Scholarship awardees notified?**

The Awards Committee will render a decision at least one week prior to the new semester and transmit the decision to the Student Accounts Office, which will then notify awardees via the e-mail listed on their on their application.

**10. How much does the TUT Scholarship pay in tuition and fees?**

The maximum award an applicant can receive is \$1,000.00.



**11. How is the TUT Scholarship applied?**

The Office of Fellowships and Financial Aid will credit scholarships directly to recipients' tuition bill any time after the semester's last enrollment day. Applicants must use outside grants, scholarships or employer benefits first. TUT pays any remaining balance under \$1,000.00. TUT is non-refundable. Therefore, awardees whose bill is paid in full by an outside grant, scholarship or employer benefit no longer have financial need as defined by the TUT application and the scholarship is cancelled for that semester.

**12. Can the TUT Scholarship be allocated to pay other educational costs?**

No. The scholarship cannot be used for prior debts, textbooks, or transportation.

**13. Can I receive a refund from the TUT Scholarship?**

No. TUT Scholarships are derived from qualified charges and financial aid (excluding federal or private loans). Refunds are not permitted.

**14. Are TUT Scholarship funds rescinded if I drop or withdraw from courses?**

Awardees that drop or withdraw from the semester in which they received TUT will not lose funding. However, you may be ineligible to receive TUT in upcoming semesters. Students with extenuating personal circumstances should follow the approved appeal process to restore eligibility.

**15. How many times can students reapply for the TUT Scholarship?**

We encourage students who received, or did not receive, the scholarship, to reapply if a demonstrable need remains. Applications will be given consideration in the context of the new circumstances of the subsequent application, available funding, and new applications received.

**16. What happens if my FAFSA changes?**

Applicants or awardees who no longer have demonstrable financial need may no longer be eligible for TUT.

**17. What happens if my GPA falls below the minimum?**

Awardees whose GPA falls below the minimum during the semester in which they received TUT will not lose funding. However, the student will no longer be eligible to apply for TUT in subsequent terms until their GPA meets the application requirements.