

Northern Marianas College

Government Employees Professional Development Assistance Program

GEPDAP Tuition Discount Request Form

For Employees of the Commonwealth of the Northern Mariana Islands Government

Instructions: Complete the form, print, sign, and submit to the Office of Admission & Records (Bldg. N-3) or fax to 670.235.4967. Deadlines and additional information about this program is available on this form and at www.marianas.edu.

Name	Student ID or PC#	Date
Address	Phone	Email
Employee Title		Employer
Name of Supervisor		Work Phone Number
Degree Program/Major		Advisor
Term of Enrollment (Summer, Fall, or Spring)		Academic Year (2016-2017, etc.)

By signing below, I certify that I am not eligible nor do I expect to receive any financial aid for the upcoming term. I authorize the Financial Aid Office to verify information reported on this form with my employer and financial aid programs. If I am eligible for financial aid for the term in which a discount is applied to my account, I understand that the discount applied will be automatically cancelled.

Name/Signature	Date
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The GEPDAP Tuition Discount is intended to assist qualified CNMI government employees with a fifty-percent (50%) reduction in tuition for 3 credits enrollment in a regular academic course(s) per term. An applicant is awarded a discount upon verification of employment status and ineligibility for financial aid. The reduction in tuition is applied to a student's account upon registration (fees are not discounted).

Criteria:

- **Employment with the CNMI government.** Submit a certification of employment from the CNMI Office of Personnel Management or human resources office of your employer confirming employment within 45 days prior to the start of the term the discount is to be applied.
- **Sign and submit the GEPDAP Tuition Discount Request Form.** Discount forms are **due at noon prior to the first day of regular registration.** See the Registration Schedule published by the Office of Admissions and Records for upcoming semester deadlines. Discount forms are required to be submitted each term.
- **Complete the Free Application for Federal Financial Aid (FAFSA).** Forms will not be approved if an applicant's FAFSA for the current academic year is either incomplete or not submitted by the date the GEPDAP Tuition Discount Request Form is due.
- **Submit evidence of ineligibility for CNMI sponsored scholarships or grants.** Applicants may submit letters from agencies to demonstrate ineligibility for CNMI financial aid or submit signatures on this form from officials from both the Saipan Higher Education Financial Assistance (SHEFA) program and the CNMI Scholarship Office as evidence of ineligibility for financial assistance from each respective agency/program.

Limitations and conditions:

- GEPDAP applicants may only register for 3 credit course(s) on the last day of the registration period during the term in which a discount is to be applied. A late registration fee will be assessed on the students account.
- If an applicant is determined to be eligible for financial aid during the term in which a discount is

awarded, the discount will be cancelled and the applicant will be assessed the full amount for tuition for that term.

- GEPDAP Tuition Discounts may only be applied to tuition due in connection to enrollment in regular academic courses. The GEPDAP benefit does not apply to Community Development Institute courses, Adult Basic Education courses, outreach programs, specialized trainings, proposals, Memorandums of Understanding/Agreements or other approved contracts.
- All applicants must be admitted to the College at the time the GEPDAP Tuition Discount form is submitted.

CNMI Scholarship Office Section:

The GEPDAP Tuition Discount applicant is not eligible for financial assistance from the CNMI Scholarship Office for the: Fall ____ Spring ____ Summer ____ for the following reasons:

Incomplete Documents Academic Progress Lifetime Eligibility Used for degree Non-degree student Late applicant Other (please specify) _____

Print and Sign

Date

Certifying CNMI Scholarship Office Representative

SHEFA / Municipal Scholarship Office Section:

The GEPDAP Tuition Discount applicant is not eligible for financial assistance from SHEFA or other Municipal Scholarship for the: Fall ____ Spring ____ Summer ____ for the following reasons:

Incomplete Documents Academic Progress Lifetime Eligibility Used for degree Non-degree student Late applicant Other (please specify) _____

Print and Sign

Date

Certifying SHEFA or Other Municipality Office Representative

Financial Aid Office Section:

The GEPDAP Tuition Discount applicant is not eligible for financial assistance from the federal government for the: Fall ____ Spring ____ Summer ____ for the following reasons:

Income Academic Progress Lifetime Eligibility Used for degree Bachelor's degree obtained Non-degree student Other (please specify) _____

Print and Sign

Date

Certifying Financial Aid Office Representative

For Office Use Only

Office of Admissions and Records Section:

Received By:

Print and Sign

Date

Certifying Office of Admissions & Records Representative

Approved for GEPDAP : Yes No

Entered Date