



**WESTERN NEVADA COLLEGE Grant-in-Aid Request Form**  
*for part-time professional staff members on Letter of Appointment (LOA)*

Employee Name: \_\_\_\_\_ Department: \_\_\_\_\_

Employee ID Number: \_\_\_\_\_ Student ID Number: \_\_\_\_\_

Year: \_\_\_\_\_ Semester:  Fall  Spring

Institution Attending:  WNC  TMCC  UNR  GBC  CSN  NSC  UNLV

Number of Credits: Undergraduate: \_\_\_\_\_ Graduate: \_\_\_\_\_

“Temporary part-time (Letter of Appointment) faculty, as defined in Title 4, Chapter 3, may receive a grant-in-aid for courses at any NSHE institution, not to exceed the number of credit hours the part-time faculty member is currently teaching, and not to exceed six credit hours.” “The grant-in-aid is applicable only to courses taken during the fall and spring regular semesters,” and it “may be utilized during the semester in which the temporary part-time faculty member is teaching or in the semester immediately following.” “Temporary part-time faculty employed by continuing education and community service units are not eligible for grant-in-aid or waiver.” (Board of Regents Handbook, Title 4, Chapter 3, Section 13).

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Reviewed and approved by immediate supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
HR Review of employment

\_\_\_\_\_  
Date

*See Board of Regents' Handbook, Title 4, Chapter 3, for the complete policy on grants-in-aid for part-time professional staff members on Letter of Appointment.*