



Financial Aid Office · 109 University Square · Erie PA 16501-0001

### Scholarship Voucher for Diocesan Employees and Affiliated Institutions

**SECTION A: TO BE COMPLETED BY THE STUDENT:**

Student Name: \_\_\_\_\_ GU ID or SSN # \_\_\_\_\_

Email Address: \_\_\_\_\_

Employer: \_\_\_\_\_

Academic Major: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

\_\_\_\_\_  
Signature of Student Date

**SECTION B: TO BE COMPLETED BY STUDENT'S SUPERVISOR, DEPARTMENT HEAD, OR PRINCIPAL:**

This is to certify that the above named student is a full-time employee of the Diocese of Erie or an affiliated institution.

\_\_\_\_\_  
Signature of Supervisor/Department Head/Principal Date

\_\_\_\_\_  
Printed Name and Title of Supervisor/Department Head/Principal

**Forward form to the Vicar of Education, Catholic Diocese of Erie, St. Mark Catholic Center,  
429 E. Grandview Blvd., Erie, PA 16504, FAX 814-824-1239**

**SECTION C: DIOCESAN APPROVAL**

\_\_\_\_\_  
Signature of the Vicar for Education, Diocese of Erie Date

**Vicar for Education: Please send completed voucher to Gannon Financial Aid Office by:  
Fax: (814) 871-5826 or email: [financialaid@gannon.edu](mailto:financialaid@gannon.edu)**



## Instructions and Eligibility Requirements for the Scholarship Voucher for Diocesan Employees and Affiliated Institutions

### **Eligibility Requirements:**

1. Students must be full-time employees of the Catholic Diocese of Erie, PA or an affiliated institution.
2. The Diocesan Scholarship is based on major and tuition costs charged.
3. This scholarship is not available to students in Doctoral or non-education Outreach programs and Act 48 courses.
4. Undergraduate students must be enrolled less than 12 credits per semester. Graduate students must be enrolled less than 9 credits.
5. Students cannot be receiving any other type of financial assistance or employer reimbursement from any internal or external sources (unless approved by Gannon and the Diocese of Erie) excluding federal grants, state grants, and/or student loans.

### **Process for students:**

1. Students may print a Scholarship Voucher online at:
  - a) the Erie Diocese website: [Gannon Scholarship Voucher](#)
  - b) the Gannon University financial aid website: [Diocesan Employee Scholarship Voucher](#).
2. Students must complete SECTION A, have their supervisor, department head, or principal sign the form in SECTION B verifying full-time employment status and submit form to the Office of the Vicar of Education, Catholic Diocese of Erie, St. Mark Catholic Center, 429 E. Grandview Blvd, Erie, PA 16504, FAX (814) 824-1239.
3. Once the Vicar of Education approves the scholarship, the Vicar will sign the form in SECTION C and forward it to Gannon University's Financial Aid Office. The award will be applied to the student's semester bill when it is received.
4. Reminder: All students are required to pay the semester bill in full or make payment arrangements with the Cashier's Office by the semester bill due date to avoid a late fee.
5. Students must complete a Scholarship Voucher each semester.