



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 Last 4 digits of 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 Catholic Schools Office, St. Mark Catholic Center,  
429 E. Grandview Blvd., Erie, PA 16504, or email:  
catholicschools@eriercd.org**

**SECTION C: DIOCESAN APPROVAL**

Signature of the Superintendent of Catholic Schools, Diocese of Erie \_\_\_\_\_ Date \_\_\_\_\_

**Superintendent: Please fax completed voucher to: Gannon Financial Aid Office by  
FAX: (814) 871-5826 or email: 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. 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 Catholic Schools Office, Diocese of Erie, St. Mark Catholic Center, 429 E. Grandview Blvd, Erie, PA 16504, or email to [catholicschools@eriercd.org](mailto:catholicschools@eriercd.org).
3. If the request is approved, the Superintendent will sign the scholarship 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.