

**Academic Year 2013-2014**  
**Electronic Payment Request & Information Form Instructions**  
**For EOF Graduate**

<http://www.nj.gov/highereducation/EOFGradGrants.htm>

Questions about the submission of applications can be addressed to  
Mary Alice Everett at (609) 984-2800 or at [mary.everett@njhe.state.nj.us](mailto:mary.everett@njhe.state.nj.us)

**ALL QUESTIONS MUST BE ANSWERED BEFORE APPLICATION IS CONSIDERED COMPLETE**

**NOTE: If an error is made in the submission of the application, DO NOT RE-SUBMIT the application.**

**Please contact Mary Alice Everett.**

**A. Renewal Status and Payment History**

1. Select the semester(s) the payment is being requested (fall only; spring only; fall & spring)
  
- 2a. Indicate if the student previously received an EOF Graduate Grant.
  
- 2b. Select the number of semesters the student has **previously** received an EOF Graduate Grant.  
Example:  
1=renewal graduate student receiving 2<sup>nd</sup> semester of EOF  
2=renewal graduate student receiving 3<sup>rd</sup> semester of EOF
  
- 2c. Enter both the semester and year the student received his/her first EOF Graduate Grant payment.

**B. Student Information**

Please enter information as requested in questions 3-11.

**C. Undergraduate History**

Please indicate if the student received EOF as an undergraduate. If yes, provide the undergraduate institution, major, and graduation date.

**D. Graduate Credit Information**

Enter information in this section relevant to current academic year enrollment status. If your institution does not use credit load or number of courses being taken to determine full-time enrollment status, please attach an explanation of the method used. Refer to EOF Regulations N.J.A.C. 9A:11-3.5(c) to determine continued eligibility.

**E. Financial Information**

Enter information requested relative to the student's financial aid package for the academic year. Please answer every question. If not applicable or value=\$0, please enter 0000.

37. Other Grants/Scholarships/Fellowships – Do not include the requested EOF Graduate in this total.

38. Total Financial Aid – This is the sum of #33 thru #37.

39. Remaining Need – This is the difference between the total budget (#32) and the total financial aid package (#38).

**F. Grant/Scholarship Requests**

Enter the amount of the EOF Graduate Grant you are requesting for the fall and/or spring semesters. Please note: the amount requested for the grant may not exceed the remaining need as calculated in #39, nor may it exceed the maximum grant allowed for your sector as shown in the table below.

**EOF Graduate Grant Amounts**

	Semester <u>Maximum</u>	Annual <u>Maximum</u>
State Colleges & Universities	\$1,150	\$2,300
Independent Colleges & Universities	\$1,425	\$2,850
Rutgers University, NJIT	\$1,425	\$2,850
UMDNJ	\$2,175	\$4,350

The minimum graduate grant award a student may receive is \$200 for the academic year.

**G. Certification**

Enter the name, e-mail address, and title of the individual who completed the electronic application as a preliminary verification of the information being submitted.

After all applications have been received, a certification roster will be generated that summarizes each electronic application submitted to New Jersey Higher Education/EOF. The roster will require the signature of the appropriate director or graduate coordinator for verification and authorization purposes.