

Omega Graduate School Tuition Reduction Grant Information

- Grant is only available for full-time Doctoral or Master's students and is not available for students who are enrolled in an ABD completion program.
- Grant applies to contracted tuition only. It does not cover fees, residency costs or remedial courses.
- Grant must be recertified annually prior to July 31st. Recertification is done by submission of either:
 - An updated Tax Return Transcript - for those filing U.S. Tax Returns
 - Or through a letter from each household member (on Employer letterhead) stating name and annual salary in U.S. dollars - for non-U.S. students
- If recertification is not done by July 31st date, the grant may be applied for at a later time, but will only be in effect for the month following recertification through the end of the awarded period ending in August.
- The tuition reduction award will be forfeited for any months in which tuition is not paid by the 15th of the month.

Tax Return Transcript Ordering

In order to qualify for a Needs Based Tuition Reduction Grant, we will need an Income Tax Transcript from the IRS to verify your adjusted gross income. This transcript is free and can be ordered online directly from the IRS at <http://www.irs.gov/individuals/article/0,,id=232168,00.html>. The transcript is a summary of your requested year's Federal Income Tax Return. Once your transcript is ordered, it will take between 5-10 days for you to receive the transcript from the IRS. When you receive it just scan it into a PDF document and email it to the Finance Office (finance@ogs.edu) as an attachment or you can mail it to us at Omega Graduate School, Attn: Finance, 500 Oxford Drive, Dayton, TN 37321. When your tax return transcript is received, the amount of your reduction will be determined.