

2023 – 2024  
Employee Tuition Grant Application



Deadlines (Based off drop deadlines according to the office of the Registrar)

Fall September 1, 2023	Interim December 13, 2023	Spring January 22, 2024	Summer May 23, 2024
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Term for which you are applying:  Fall  Interim  Spring  Summer

*The University of Northern Colorado provides employee tuition grants to eligible employees who are 0.50 Full Time Equivalence (FTE) or above as a benefit to assist with on-going education opportunities. Tuition for employees with an annualized FTE of 0.50 to 0.99 will be prorated based on the FTE. The credit hours allowed are based on annualized FTE not to exceed 9 per academic year (Fall, Spring & Summer Semesters). Employees are urged to spread the credits over the three semesters. The UNC Tuition Grant applies only to "resident" tuition. Tuition grants can now be applied to "for-credit" classes that fall under the Extended Studies program, which may include online and alternative scheduled classes. Not-for-credit and study abroad courses are not covered under this provision. A new academic year starts each fall. **A new grant request is required for each semester.** As of July 1, 2018, the tuition waivers will no longer cover the MBA program at Monfort College of Business.*

EMPLOYEE Information

Employee name (print) \_\_\_\_\_ BEAR # \_\_\_\_\_

Employee Classification:  Classified  Faculty  Professional Admin - Exempt

Program Level:  Undergraduate\*  Graduate I WANT TO USE \_\_\_\_\_ Credit hours this term

**\*Employees taking undergraduate courses are required to apply for the College Opportunity Fund (COF).**

Class CRN: \_\_\_\_\_ Class Time: \_\_\_\_\_ to \_\_\_\_\_ M T W T H F S S or Online

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Did you apply for College Opportunity Fund? (UG Only)  Yes  No

Are you an in-state Colorado resident?  Yes  No

Are you enrolled in the MBA program?  Yes  No

Did you apply for FAFSA?  Yes  No

**Please note:** The tuition grant will not be applied to your account until after the add/drop date. The grant will be applied to the most expensive courses. If you receive a notice to pay, wait until add/drop to ensure payment was applied, if it was not, contact Human Resource at 351-2718 for assistance.

I understand that if I enroll in more credits than allotted under this grant or if I withdrawal from a course after the add/drop date, I am financially responsible for payment of the additional credits. I also understand that I may be subject to taxation under IRS Code section 117 or IRS Code Section 127. (See Payroll website for schedule of taxation at <http://www.unco.edu/payroll/>)

By signing this application, I agree to all provisions of Board Policy 2-2-408, including any reimbursement requirements.

Employee's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee FTE \_\_\_\_\_ Eligible for \_\_\_\_\_ credits this semester and has taken \_\_\_\_\_ credits this academic year.

HR Representative \_\_\_\_\_ Date \_\_\_\_\_