

UNIVERSITY OF NORTHERN COLORADO

TUITION GRANT APPLICATION REQUEST FOR EMPLOYEE DEPENDENTS

Overview:

The following is an overview of information and eligibility requirements for receiving the Tuition Grants for dependents of UNC employees. The grants are expressly contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available by the State of Colorado and the UNC Board of Trustees (BOT). The BOT may alter or delete this benefit at their discretion. Refer to the UNC Board Policies, Section 2-2-308 for full details.

- Employees must be assigned to a position of at least .50 FTE or greater to be entitled to and eligible for Dependent Tuition Grants, as described below.
- "Employee" shall mean all exempt and classified staff and officers of UNC, except graduate assistants, teaching assistants, and other persons whose primary purpose for being at UNC is not employment as determined by the President.
- "Full-time" shall mean, with respect to employment, an assignment of 1.0 FTE for exempt staff and 40 hours per week during the fiscal year for state classified staff.
- "Dependent" shall mean an employee's spouse or other dependents as defined in Section 152 of the Internal Revenue Code, with the exception being employees who are full-time (.50 FTE or greater). Under this circumstance, these employees will be required to use the Employee Tuition Grant and its provisions.
- "Spouse" shall mean an individual to whom an employee is married. The initial formation of a marriage shall be determined in accordance with Section 143 of the Internal Revenue Code of 1954, as amended.
- The grant is available to eligible dependent children up to the age of 25 as long as Satisfactory Academic Progress is being made. For further information about Satisfactory Academic Progress, go to <http://www.unco.edu/OFA/forms/docs> and download the appropriate class.
- Dependents of UNC full-time employees are entitled to receive a grant in the amount of the cost of in-state tuition for purpose of enrolling in and attending courses at UNC. Students must be enrolled and accepted for the course. The grant will be paid directly to UNC for each course.
- In order for a dependent to qualify for the tuition grant, the employee must be continuously employed at UNC during the entirety of the academic term for which the grant is made. Dependents are eligible for a tuition grant for any academic terms beginning after the employee's first day of employment with UNC. Employees terminating their employment with UNC prior to the completion of a course for which a tuition grant has been allowed for any of their dependents shall be obligated to reimburse the University for a percentage of the tuition.
- Dependents of part-time employees (.50 FTE up to 1.0 FTE) shall be entitled to receive a percentage of a tuition grant, up to the percentage of full-time equivalency which is assigned to the employee's position.
- Benefits under this are not transferable. Graduate tuition grants may be subject to tax withholding.
- Eligibility for receipt for the Dependent Grant may be granted only if application is received one day prior to the first day of classes.
- Cash funded courses offered through the Office of Extended Studies, such as Professional Development, Independent Study, and certain online courses, are not covered under this grant.
- Employees must submit a copy of their most recent tax return showing the student as their legal dependant along with the Tuition Grant Application for Employee Dependents.
- Undergraduate students must apply and be accepted for the College Opportunity Fund (COF) to receive all eligible benefits due them under the grant. Out-of-state residency fees and any fees not covered by the grant are the responsibility of the employee/dependent to pay.
- The Academic year for the grants starts each Summer semester and runs through the following Spring semester. Only one Tuition Grant Request per academic year is needed; however, Undergraduate students must reauthorize the COF during the registration process.

Instructions:

- Complete the attached form and submit it with a copy of the most recent, signed tax return showing the child or spouse as a dependent and return to Human Resource Services at least one day prior to the first day of class. If the dependent adds classes during a semester not previously marked on the Tuition Grant Request form, contact HRS to update the form. Contact HRS at 351-2718 for further details or questions.

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List Semesters Student Will Be Attending: _____
(Summer/Fall/Spring)

Academic School Year _____

Employee Name:	Bear #
Dependent Name:	Bear #
Dependent Date of Birth:	Circle one: Under Grad Graduate

I certify that (dependent name) _____ meets the IRS policy tests for dependent status and will be claimed as a dependent for (calendar year) _____. If the above-named person was claimed as a dependent, please attach a copy of pages 1 and 2 of your latest signed Federal tax return (your income information is not necessary for verification of dependents. If you wish, please block out that portion before copying.)

I understand that Undergraduate students must apply one time for the College Opportunity Fund Stipend (COF) @ www.CollegeInColorado.org. Each semester thereafter the student must re-authorize COF during the registration process. **Failure to apply for COF and reauthorize each semester will cause the employee to be responsible for the tuition balance not paid by COF.**

If my dependent is eligible for another form of tuition assistance, such as a GA/TA stipend with tuition assistance, he/she may not receive more than one form of grant. "Dependent" shall mean an employee's spouse or other dependents as defined in Section 152 of the Internal Revenue Code of 1954, as amended, except for those dependents who are also UNC employees who are full time (.50 FTE and greater). Satisfactory Academic Progress must be made, or the tuition waiver may be denied for further courses. Go to <http://www.unco.edu/OFA/forms/docs> for further information. Student and other fees are not waived and must be paid in accordance with accounting services procedures. This grant covers **resident tuition only**. Cash funded course offerings through the Office of Extended Studies, including Independent Studies Program and Professional Development courses are not covered under this grant.

Employee Signature Date of Application

To be completed by Human Resources

_____ FTE _____ Hire Date
_____ F/E/C _____ Approved Credits

UNC HRS Signature Date