

## Dependent Tuition Grant Request

### Purpose

The following provides information regarding the issuance of Tuition Grants for dependents of UNC employees as updated and effective January 1, 2011. 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 for full details.

### Overview

- 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 of 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 **or a domestic partner**. The initial formation of a marriage shall be determined in accordance with Section 143 of the Internal Revenue Code of 1954, as amended. **For domestic partnerships, the employee and partner must meet the criteria for partnership as defined by UNC and provide an affidavit to this effect.**
- 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 and payment will not be credited to the student’s account until after the Add/Drop date of each semester. All fees other than the tuition are due as scheduled.**
- Eligibility for receipt for the Dependent Grant may be granted only if application is received by the Add/Drop date of each semester. **If the request is not received by that date, a late fee will be assessed and must be paid by the student or parent or a hold will be placed on the student’s account.**
- Undergraduate students must apply and be accepted for the College Opportunity Fund (COF) to receive all eligible benefits due them under the grant. **The amount of the COF stipend reduces the amount of the Tuition Grant; therefore, if the student does not request the COF, the student is responsible paying the COF amount that would have been credited.** Out-of-state residency fees and any fees not covered by the grant are the responsibility of the employee/dependent to pay. Undergraduate students must reauthorize the COF during the registration process.
- **The UNC Tuition Grant is applied after all other forms of scholarships and grants are received, and the Tuition Grant amount will be reduced by those scholarships and grants.**
- **If there is a credit on the student’s account after the payment of the Tuition Grant, a refund will be issued to the student.**

## Dependent Tuition Grant Request

- *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.*
- *Some 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 the appropriate affidavit attesting that the student is their legal dependent child, spouse, or domestic partner** along with the Dependent Tuition Request.*
- *The Academic year for the grants starts each Summer semester and runs through the following Spring semester. Only one Affidavit and Tuition Grant Request per academic year is needed; **however, students who choose to take Interim session classes must complete an additional Tuition Grant Request for that session.***

### Process

- *Students must be enrolled and accepted for the course.*
- *The employee and dependent student must complete appropriate Affidavit establishing type of relationship.*
- *The employee and dependent student must complete the Dependent Tuition Request form.*
- *Both forms must be submitted to the Human Resource Services department by the Add/Drop deadline date for the 1<sup>st</sup> semester the student is attending for that Academic Year to avoid late fees being charged.*
- *Human Resource Services will submit the information to the Financial Aid department who will coordinate all financial aid awards for the student. This information will be submitted to the Bursar's office.*
- *The Bursar's office will apply the tuition grant to the student's account after the Add/Drop date of each semester. The amount applied will be determined based on the final number of credit hours taken at the Add/Drop date, COF amount received, and any other scholarships or grants received by the student. If the student has received loans and has a credit on his/her account, the amount will be refunded to the student by check or direct deposit as requested by student.*
- *Failure to continue academic progress will cause the student to lose eligibility for the grant for the next semester or until the student is determined to be making academic progress.*

