



OFFICE OF HUMAN RESOURCES  
TUITION BENEFITS

*Please feel free to contact Anne Flynn in the Office of Human Resources at 315-792-3273 or [aflynn@utica.edu](mailto:aflynn@utica.edu) for any questions you may have regarding this information.*

Utica College offers tuition benefits for employees, spouses, dependents and domestic partners. Please review the Tuition Benefit Matrix to determine eligibility at <http://www.utica.edu/finance/hr/media/tuitionmatrix.pdf>  
In order to insure timely processing, please follow the steps below for the benefit of your choice:

#### **REMITTED TUITION BENEFITS – GRADUATE\*/UNDERGRADUATE (UC AND SU)**

**How to apply:** Complete the Remitted Tuition Request Form located at [http://www.utica.edu/finance/hr/media/remitted\\_tuition\\_request.pdf](http://www.utica.edu/finance/hr/media/remitted_tuition_request.pdf) After this form has been submitted to the Office of Human Resources please contact Anne Flynn to insure completion of the process **before** registering for classes.

**Deadline:** At least two weeks before the beginning of the semester.

**Fees:** Employees are reminded that they are responsible for books, fees, and additional charges.

**Withdrawal:** It is imperative that you notify the Office of Human Resources in the event of withdrawal at any time.

**Reminder:** this form must be filled out for each semester.

**\*Graduate Benefits:** may be subject to possible taxation.

#### **CASH GRANT**

**How to apply:** Complete the Cash Grant Form located at <http://www.utica.edu/finance/hr/media/Cash%20Grant.pdf>

**Deadline:** It is imperative that this form be completed during the semester the dependent is enrolled in school.

**Fees:** Not applicable.

**Reminder:** This form must be filled out for each semester and turned into Human Resources with an invoice from the college/university that your dependent is attending.

#### **UC DEPENDENT SCHOLARSHIP – NEW AND RENEWAL**

**How to apply:** Complete the form located at

<http://www.utica.edu/finance/hr/media/Dependent%20Scholar%2011%2007.pdf> and submit to the Office of Human Resources.

**Deadline:** The forms should be submitted to the Office of Human Resources by April proceeding the fall semester.

**Fees:** Employees are reminded that they are responsible for books, fees, and additional charges.

**Reminder:** Employees should complete a FASFA form each year.

#### **TUITION EXCHANGE, CIC– NEW**

**How to apply:** Complete the form located at <http://www.utica.edu/finance/hr/media/TE%20for%20dependents.pdf>

**Deadline:** Employees are encouraged to make a personal appointment with Anne Flynn by October 1 of the dependent's senior year.

**Fees:** Employees are reminded that they are responsible for books, fees, and additional charges.

**Reminder:** This competitive benefit is not guaranteed.

#### **TUITION EXCHANGE, CIC - RENEWALS**

**How to apply:** As a renewal, employees are notified when renewal forms will be submitted to insure your dependent is enrolled.

**Withdrawal:** It is imperative that the employee contact the Office of Human Resources immediately if the dependent withdraws from the college/university.

**Reminder:** This competitive benefit is not guaranteed.

#### **MOHAWK VALLEY CROSS REGISTRATION**

**How to apply:** Contact the Office of Human Resources to complete the necessary paperwork.

**Fees:** Employees are reminded that they are responsible for books, fees, and additional charges.

**Reminder:** Enrollment in class is dependent upon enrollment capacity.