



Office of Human Resources

Cash Grant Procedure

What is the cash grant tuition benefit?

This benefit allows employees, after seven (7) years of consecutive full-time service (or equivalent); to receive cash grants for their IRS dependent children towards the tuition charges of other regionally accredited institutions for matriculated studies leading to the first baccalaureate degrees. Cash grants may be awarded for a total of eight semesters. Current amount is \$1,000 per semester per dependent up to a maximum benefit per dependent of \$8,000.

This award cannot be given if the student receives the tuition exchange benefit or dependent scholarship benefit.

For additional tuition benefit allowances please see tuition benefit matrix:

<https://www.utica.edu/hr/media/Tuition%20Benefits%20Matrix%202015.pdf>

Who is eligible?

Dependent children of full-time and part-time benefit eligible employees who have completed **seven (7) years** of continuous service (or equivalent) are eligible.

How to apply:

Employees must complete an application form online for each student prior to the start of **each semester**.

1. Complete online remitted cash grant request form and upload an invoice from the college/university in which your dependent is enrolled at the following link: <https://www.utica.edu/hr/tuitionbenefitsapp.cfm>
2. Request will be sent electronically to the Office of Human Resources for verification of eligibility and processing of a requisition through the Purchasing department. Checks are paid directly to the institution and mailed to the department/address on the invoice.
3. Under circumstances where an online form is not able to be submitted, please contact the Office of Human Resources.

Cash Grant (Rules and Restrictions):

Limited to a maximum of eight (8) semesters of full-time study leading to a first baccalaureate degree. Dependent children of retirees, deceased, or disabled employees are eligible as long as the former employee completed seven (7) years of continuous full time employment (or equivalent). Checks are paid directly to the institution.

One tuition benefit allowed per dependent per semester (ie: cannot combine tuition exchange and cash grant)

If the employee's service date falls after the first day of classes, the tuition benefit does not begin until the next semester. If the employee terminates employment such that the continuous accumulation of service credits is interrupted or changes the employment status to an ineligible status, the benefit will terminate immediately. Any

student continuing after a termination that occurs during the semester will require payment of the prorated tuition balance.

An employee on leave is not eligible for tuition benefits during the absence period and is responsible for the tuition balance prorated from the date the leave began to the end of the semester.

Upon retirement or death of an employee whose dependent child is currently participating in the tuition program, the tuition benefit will continue under the original terms of the individual program. Upon retirement or death of an employee who has completed seven (7) years full time continuous employment (or equivalent), other dependent children will become eligible for tuition benefits after the employee's retirement or death.

Questions/Resources:

Additional resources are available online at <https://www.utica.edu/hr/tuitionbenefits.cfm>.

All questions related to tuition benefits should be directed to the Office of Human Resources at (315) 792-3276 or hr@utica.edu