



## Office of Human Resources

### Dependent Scholarship Procedure

#### *What is the dependent scholarship benefit?*

This benefit allows an employees', after three (3) years of consecutive full-time service (or equivalent); to receive full Utica College tuition (excludes fees, books, room and board) for an IRS spouse/domestic partner or IRS dependent child who meets UC and admissions requirements.

For additional tuition benefit allowances please see tuition benefit matrix:

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

#### *Who is eligible?*

IRS spouse/domestic partner and dependent children of full-time and part-time benefit eligible employees who have completed three (3) years of continuous service (or equivalent) are eligible.

#### *How to apply:*

Employees must complete an application form online for each qualified dependent prior to the start of the academic year. Student should apply through undergraduate admissions prior to submitting the online dependent scholarship benefit application form.

1. Complete online dependent scholarship request form at the following link:  
<https://www.utica.edu/hr/tuitionbenefitsapp.cfm>
2. Request will be sent electronically to the Office of Human Resources verification of eligibility, upon approval, request will be routed to the Office of Student Financial Services for processing.
3. Tuition for each semester will be credited to the student's tuition account once request form is fully approved. Winter and summer session is included in the academic year request.
4. A dependent scholarship request should be submitted before the start of each academic year before the start of the fall semester.
5. Under circumstances where an online form is not able to be submitted, please contact the Office of Human Resources.

#### *Dependent Scholarship (Rules and Restrictions):*

1. The dependent scholarship may only be used for matriculated study leading to the first or second undergraduate baccalaureate degree. The scholarship is defined as tuition only, and does not include fees, room and board or subject materials. Dependents enrolled in the ABSN program are excluded from this benefit.
2. One tuition benefit allowed per dependent per semester (ie: cannot combine with cash grant)

3. The employee must complete three (3) years of full time services and be hired prior to the 9/1 for the fall semester and 1/1 for the spring 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.

4. 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.

5. 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 three (3) 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](mailto:hr@utica.edu)