

EMPLOYEE TUITION GRANT

Frequently Asked Questions



1. What employee classifications are eligible for the tuition waivers?

- All faculty, professional administrative exempt and classified staff and officers of the University of Northern Colorado, excluding graduate assistants, teaching assistants, temporary and other persons whose primary purpose for being at UNC is not employment as determined by the President.
- Full time means, 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.

2. What does the grant cover?

- The waiver covers standard tuition and fees.
- Standards of Satisfactory Academic Progress established by the Office of Financial Aid is required in order to be eligible to receive the tuition grant.

3. How many credits am I eligible for?

- The credit hours allowed are based on annualized FTE **not to exceed nine (9) per academic year** (fall, interim, spring & summer semesters).

<u>Annualized FTE</u>	<u>Credit Hours Academic Year</u>
0.01-0.49	Not eligible
0.50-0.66	5 credits per academic year
0.67-0.82	6 credits per academic year
0.83-0.99	8 credits per academic year
1.0	9 credits per academic year

4. Is the College Opportunity Fund (COF) available to assist with the course cost?

- Employees registering at an **undergraduate** level who are classified as Colorado residents for tuition purposes must apply for and authorize the use of COF. *NOTE: Failure to apply for COF and reauthorize each semester will cause the employee to be responsible for the tuition balance not paid by COF.*

5. What types of courses may I take?

The employee tuition waiver allows one to take the following courses:

- Credit courses which are part of the University of Northern Colorado curriculum.
- Grants can now be applied to “for-credit” classes that fall under the Extended Studies program, which may include online and alternative scheduled classes.
- Audited courses are NOT covered under the tuition waiver, only for credit courses.
- Classes offered at AIMS Community College
- Credit courses offered through the Reciprocal Study Privilege Benefit available at Colorado State University (CSU) which does not include CSU Global.

6. How many credits do I get to take at CSU each year?

- Employees are eligible to take six (6) credit hours total at CSU per academic year which is a part of the nine (9) covered by the tuition waiver. The full cost of any courses you enrolled in which are not approved by CSU or UNC, shall become your responsibility. The tuition grant applies **only** to “In-State” tuition and does not cover student fees.
Ex: An employee takes 6 credits at CSU, the employee still can take up to 3 credits at UNC.

7. **If I am in the Colorado School of Public Health program, what is covered?**

- The tuition grant applies **only** to “In-State” tuition and does not cover student fees. It is your responsibility to bring in a copy of your detailed bill. UNC will initiate a check request to pay for the tuition portion. The tuition grant paperwork is still due by the deadline. Late paperwork will not be accepted.

8. **If I am in the Masters of Business Administration program, what is covered?**

- The MBA program and MBA courses are not covered under the employee tuition grant.

9. **How many credits do I get to take at AIMS each year?**

- Full time ongoing UNC employees may participate to a maximum of six (6) tuition-free per semester. The 6 credits allowed per semester does not take away from the UNC allotted 9 per fiscal year. Part-time (less than 1.0 FTE) ongoing UNC employees may participate per semester according to the prorated FTE below. **Non-credit tuition charges are not eligible for tuition grants.** The tuition grant applies **only** to “In-State” tuition and does not cover student fees.

<u>Annualized FTE</u>	<u>Credit Hours Academic Year</u>
0.01-0.49	Not eligible
0.50-0.66	3 credits per semester
0.67-0.82	4 credits per semester
0.83-0.99	5 credits per semester
1.0	6 credits per semester

10. **If I take Extended Campus credits, do I owe any fees?**

- UNC covers the transcript fee and tuition for Extended Campus. If there are more fees associated with your course, you will be responsible for those fees. Not all Extended Campus courses have extra fees. UNC does not cover outstanding balances through external programs.

11. **When are the tuition grant paperwork due?**

- Tuition grant paperwork must be completed and submitted by each semester add/drop deadline.
- The tuition grant will not be applied to your account until after the add/drop date. If you receive a notice to pay, wait until add/drop to ensure payment was applied.
- Tuition waivers are due every semester.

12. **If I take graduate level classes, will I be taxed?**

- Internal Revenue Code Section 127- Tuition Assistance Programs: Graduate level classes can be provided to employees tax-free up to \$5,250 per calendar year.

13. **Can I take classes during work hours?**

- Classes taken during working hours require that the employee make up the time missed. Employees eligible for overtime reimbursement are required to make up class hours within the same work week. Time must be made up within the same semester for employees not eligible for overtime.

Please contact Human Resources if you have any questions at 970.351.2718