

# Dependent Tuition Waiver

Employees of the Montana University System (MUS) are eligible for a partial tuition waiver, 50% of the residential tuition, for their dependents. A dependent includes the employee's spouse or adult dependent, as defined in the MUS Employee Benefits Plan, and financially dependent children as defined by the Internal Revenue Code who are unmarried and under age 25.

This benefit applies to non-union staff, administrators and to employees included in a bargaining unit when the Dependent Tuition Waiver has been incorporated in a ratified collective bargaining agreement.

The following is information from our most frequently asked questions:

## EMPLOYEE ELIGIBILITY REQUIREMENTS:

- Must be employed at  $\frac{3}{4}$  time or greater for at least five consecutive years without a break in service.
- Service in a temporary position counts towards 5-year waiting period when service is at  $\frac{3}{4}$  time or greater and there is not a break in service.
- Academic year employment is considered one year of service with no break in service and the employee is reemployed for the subsequent academic year.
- Part-time employment at less than  $\frac{3}{4}$  time, official layoff status or approved leave without pay **do not count** towards meeting the 5-year qualifying period.
- Employee must be employed and remain at  $\frac{3}{4}$  time or greater during the entire academic term.
- Time worked at the Office of the Commissioner of Higher Education or at any unit of the university system at  $\frac{3}{4}$  time or greater shall count toward the 5-year qualifying period as long as there is not a break in service of greater than five working days.
- Employment at any private institution, at any tribal college or the community colleges in Kalispell, Glendive and Miles City **does not count** towards meeting the 5-year qualifying period.
- All requirements must be met before the beginning of the academic term utilizing the waiver.
- Terminating employment prior to the end of the academic term shall require repayment of the dependent tuition waiver.
- Jointly employed spouses may utilize the dependent tuition waiver benefit for two children at one time, but any one child may not receive more than a 50% tuition waiver.

## APPLICATION/CERTIFICATION PROCESS:

- Application for the dependent tuition waiver may be initiated by the employee or the employee's dependent.
- Applications require signatures of both the employee and the employee's dependent.
- The application must be sent to Human Resource Services for certifying employee eligibility.
- Human Resource Services will send the eligibility certificate to the appropriate financial aid office.
- New certification and recertification is **required** for each academic term.
- Employee's signature verifies that they are not using the faculty/staff tuition waiver, the child using the waiver is claimed as a dependent for federal tax purposes and is unmarried or the employee is married to the spouse utilizing the tuition waiver.
- False certification of dependent eligibility is cause for discharge and the employee shall be required to repay the cost of the tuition waiver.

**EDUCATION BENEFIT:**

- The dependent waiver benefit is a 50% reduction in the cost of residential tuition. In no case may registration, course fees or any other mandatory fee be waived.
- The benefit is not taxable.
- Dependents may utilize the dependent tuition waiver at any unit of the university system as long as eligibility standards are maintained.
- Students who are dually enrolled at more than one unit receive a 50% reduction in the cost of residential tuition for courses taken at each unit.
- There is no limitation on the number of credits that may be taken each academic term.
- If the employer requires an employee to take a course to obtain new job skills and the employee wants to use the dependent waiver for a spouse or child, the employer is responsible for paying the full tuition for the employee.
- The waiver does not apply to noncredit, continuing education, or self-supporting courses.
- The dependent tuition waiver may be utilized to obtain their first baccalaureate degree.
- The dependent tuition waiver **may not be used** to attend law school or obtain a graduate degree.
- Graduate level courses are excluded from the dependent tuition waiver benefit.
- Students who receive other tuition waivers or scholarships awarded by the University of Montana need to disclose their eligibility for the dependent tuition waiver benefit and are only eligible to receive both benefits, or portion thereof, at the discretion of the university. Such students shall receive, at a minimum, the greater of the two benefits. Scholarships awarded by outside entities are not subject to this limitation.

# Montana University System Dependent Partial Tuition Waiver Application

*This application is solely to determine eligibility for the Dependent Partial Tuition Waiver. It does not register you with the University nor does it enroll you in classes.*

DEPENDENT STUDENT AND EMPLOYEE MUST BOTH COMPLETE THE FOLLOWING WITH SIGNATURES AND DATES IN SPACES PROVIDED. THE COMPLETED FORM MUST BE SUBMITTED TO THE EMPLOYEE'S CAMPUS HUMAN RESOURCE OFFICE WITHIN THE DEADLINES ESTABLISHED BY EACH CAMPUS.

DEPENDENT/SPOUSE		EMPLOYEE	
Name:		Name:	
Student ID #:		Banner ID #:	
Do you have an undergraduate degree?		Employing Dept.:	
Student relationship to Employee:			
Applying for which Session/Semester: (Summer/Fall/Spring/Yr)		Are you currently using a <b>Faculty/Staff Tuition Waiver</b> ?	
Will you be combining this <b>Dependent</b> Partial Tuition Waiver with any other university tuition waiver or scholarship?		Employing Montana University System Campus	
Please list campus where you may utilize this Tuition Waiver:			

- Employees must have completed 5 consecutive years of employment at  $\frac{3}{4}$  (.75) time or more without a break in service as of the first day of the academic term in order to be eligible for the dependent tuition waiver benefit.
- Employees who utilize the faculty and staff tuition waiver are not eligible for a dependent partial tuition waiver during the same academic term.
- For each qualifying employee, only one dependent may utilize a dependent partial tuition waiver in an academic term.
- An eligible dependent includes the **employee's spouse and any child who is claimed as a dependent for federal tax purposes during the calendar year that includes the first day of the semester for which the tuition waiver is utilized who is unmarried and under the age of 25.** Documentation that a dependent has been claimed in the tax year the benefit is used may be required to determine eligibility for audit purposes or in cases of suspected misuse.
- Dependents may utilize the tuition waiver benefit to obtain **only their first baccalaureate degree.**

By signing below we certify we meet all the eligibility guidelines set forth in MUS dependent waiver policy. Misrepresentation of eligibility by employee or student may be cause for the employee's discharge and any tuition waiver received may be withheld from the employee's salary or charged to the student's account. The value of the tuition waiver may also be withheld from the employee's paychecks or charged to the student's account if the employee terminates employment or employee FTE is reduced to below  $\frac{3}{4}$  time during the academic term.

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Student's Signature*

\_\_\_\_\_  
*Date*

Official Use Only:	Human Resource Services:	Signature	Printed Name	Telephone	Date
	Financial Aid:	Signature	Printed Name	Telephone	Date