

## **Employee Dependent Tuition Reduction Policy**

### **General Description:**

This policy is to provide tuition reduction benefits for dependents of Western State Colorado University employees as updated and effective July, 2013. The tuition reduction program is for tuition only, or the amount of the tuition reduction under this benefit is up to 100% of in-state tuition, as defined in the procedures below. All other applicable fees and other charges are the responsibility of the dependent. In compliance with I.R.S. rules, the benefit applies to undergraduates only. This benefit excludes all courses offered by Extended Studies, including all graduate programs.

### **Definition of Dependent:**

A. "Dependent" means an eligible Employee's (a) legal spouse; and (b) an eligible Employee's married or unmarried child or children until the end of the month of their 26th birthday. The University requires documented proof of the dependent's status.

B. A dependent shall also include an Employee's domestic partner as described in paragraph 1 below and the child or children of an Employee's domestic partner as described in paragraph 2 below.

1. An Employee's domestic partner is an adult at least eighteen (18) years of age, who is the same or opposite gender as the Employee, who is not married to another person and not a member of another domestic partnership, who is not related to the Employee by blood closer than permitted by state law for marriage in the State of Colorado, lives with the Employee as domestic partners in a shared residence for at least twelve (12) consecutive months prior to enrollment with the intent for the relationship to last indefinitely, and whose personal relationship with the Employee meets all the criteria established by the CHEIBA Trust for domestic partnership as certified in an Affidavit of Domestic Partnership. The Employee must follow the procedures established by the CHEIBA Trust with regard to the proof of establishment and/or termination of a domestic partnership. A domestic partner is not a legal spouse of an Employee under Colorado law pursuant to C.R.S. 14-2-104.
2. A domestic partner's child or children (who are not related by blood, adoption or court order to the Employee), married or unmarried, until the end of the month of their 26th birthday. The Employee must provide documented proof of dependent status for the child or children of a domestic partner.

C. For the purposes of A and B(2) above, the term "child" or "children" shall include a natural or biological child, step-child, legally adopted child, child legally placed for adoption, child under legal guardianship, child or children of any age who are medically certified by a physician as disabled, provided however, the term "child" or "children" shall not include the grandchild or grandchildren of the employee or the domestic partner.

### **Eligibility:**

Dependents (as defined above) of eligible employees are eligible for this tuition reduction benefit. Eligible employees must be employed on the first day of the semester in a benefits eligible position. Additionally, eligible faculty members must be employed for at least a .5 FTE on a full fiscal year

contract; eligible classified or administrative exempt staff members must be regularly employed and have completed at least one fiscal year for at least a .5 FTE. The employee's most recent performance evaluation must be at least satisfactory and/or the employee must not be on any performance improvement plan. If the employee leaves WSCU eligible employment during the semester, the dependent will not be eligible for the tuition reduction in subsequent semesters. Retirees and retirees returning to work are not eligible employees for this benefit, even if otherwise benefits eligible.

**Amount of Benefit:**

Up to 100% of in-state tuition for attendance at Western State Colorado University, undergraduate hours only, capped at 120 hours. However, when the dependent completes the course requirements for graduation, irrespective of whether the dependent applies for graduation, the benefit ceases. The benefit will be pro-rated according to the employee's percent of full time or part time eligible employment status.

**Full Time Status:**

In order to qualify for this benefit, the dependent must be enrolled as a full time student and taking course work that meets the school's definition of full time student (12 credit hours per fall or spring semester, 6 credit hours for summer session). If an otherwise eligible student falls below the full time threshold (as of the census date for the semester), the student will not be eligible for the benefit in that semester. Full time status for summer session(s) will be determined by the student's status in the immediately preceding spring semester.

**Requirement to apply for College Opportunity Fund (COF):**

In order to receive this benefit, dependents must apply for COF (within the deadlines established by the Student Financial Services Office in order to allow the Office to determine eligibility prior to the start of the semester). The tuition benefit will be 100% of the remaining tuition after all other scholarships have been applied. In accordance with I.R.S. rules, this benefit may only be applied to tuition; it cannot be used for books, fees, housing, etc.

**Standing:**

The dependent must satisfy the institutions requirements for admission and must maintain satisfactory academic progress and standards of scholarship and conduct. Students who do not maintain satisfactory academic progress as defined by the Financial Aid Office will not be eligible for further tuition benefits until their academic standing has improved to the point at which they are meeting the satisfactory academic progress standards. Irrespective of academic standing, students who otherwise fail to remain in good standing with the school will not be eligible for the dependent tuition reduction benefit. If the student is suspended or dismissed from school during an academic semester, the dependent tuition reduction will be removed and the full amount of tuition for that semester will be owed by the suspended or dismissed student.

**Withdrawal from all classes:**

Students who withdrawal from all classes after the end of the course add/drop period will have their benefit subject to a reduction according to the school's official refund policy.

**Application:**

In order to be eligible, application must be made no later than the first day of the semester for which the dependent will be requesting the benefit. Late applications will not be accepted.

**Coursework:**

Only courses that are part of the dependent's undergraduate degree program are eligible for the benefit.

**Non-eligible fees:**

Lab fees, books, computing fees, special course fees, etc. are not eligible under this benefit.

**Appeals:**

Employees or students who have been determined to be ineligible for the Dependent Tuition Reduction Benefit may appeal this decision. Appeals regarding the eligibility of employees for the benefit or dependent status must be made to the Director of Human Resources. Appeals regarding student eligibility must be made to the Director of Financial Aid. Appeals must be in writing and must clearly specify the basis for the appeal. Appeals must be made within 30 days of the first day of the semester to which the decision that is being appealed applies. Appeals filed after this day will not be accepted. The decisions of the Director of Human Resources or the Director of Financial Aid are final.

**APPLICATION  
DEPENDENT TUITION REDUCTION PROGRAM**

**I. INSTRUCTIONS:** Submit this form to Human Resources for **each semester** of enrollment no later than the **first day** of the semester. Applications received after the first day of the semester will not be eligible for the benefit.

**II. EMPLOYEE INFORMATION (PLEASE TYPE OR PRINT)**

Employee Name: \_\_\_\_\_ ID: \_\_\_\_\_  
Campus Phone: \_\_\_\_\_ Academic Year: \_\_\_\_\_

Semester:  Fall  Spring  Maymester  Summer I  Summer II

Employee's Department: \_\_\_\_\_ Email: \_\_\_\_\_

I certify that the dependent named below is my dependent as defined in Western's Employee Dependent Tuition Reduction Policy. Proof of dependent status must be on file with the office of Human Resources. I understand that if any Dependent Tuition Reduction Benefits are granted for an ineligible dependent, I agree to repay Western State Colorado University for any Dependent Tuition Benefits received for the semester in which the dependent is determined to be ineligible. Further, I understand that if I knowingly file a request for an individual who does not qualify as an eligible dependent or otherwise contains any misrepresentation or any false, incomplete, or misleading information, I may be subject to adverse employment action up to and including termination.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**III. DEPENDENT STUDENT INFORMATION (PLEASE TYPE OR PRINT)**

Dependent Student's Name: \_\_\_\_\_ STUID: \_\_\_\_\_  
Email: \_\_\_\_\_ Relationship to Employee: \_\_\_\_\_

I understand that in order to be eligible for this Dependent Tuition Reduction Benefit I must remain a full time undergraduate student and that I must be in "good standing" as defined by Western State Colorado University. I also understand that once I have completed the requirements for an undergraduate degree, the Dependent Tuition Reduction Benefit will end regardless of whether I apply for graduation and that the maximum number of undergraduate hours to which this benefit may apply is 120 credit hours. I understand that this benefit does not apply to graduate credit hours.

Dependent Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For University Use**

HR – Eligible employee? Yes  No  % Appt: \_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Fin. Aid – Eligible student? Yes  No  Signature: \_\_\_\_\_ Date: \_\_\_\_\_