Employee Dependent Undergraduate Tuition Assistance Program Application

Qualifications:

1. The employee is a faculty member, classified employee or non-classified employee who is employed for .53 FTE or greater and is eligible to enroll for PEIA health insurance.
2. The employee must be employed at Marshall University continuously under the status referenced in item one above for at least one year prior to the beginning of the semester of application of this program.
3. The definition of a dependent for purposes of this program includes:
    a. A natural-born or adopted child of an employee who is 25 years of age or younger; or,
    b. Other "qualifying child" of the employee as defined by the Internal Revenue Service, who is 25 years of age or younger and has been claimed as a dependent on the employee's federal income tax return for the two complete tax years immediately preceding the first enrollment in the program.
4. The dependent of an eligible employee shall be considered "qualified" for the program if the following criteria are met:
    a. The student dependent has been admitted to the University;
    b. The student is a degree-seeking, full-time undergraduate;
    c. The student is making Financial Aid Satisfactory Academic Progress, is not on academic probation and not on social probation; and,
    d. The student has applied for PROMISE Scholarship if qualified.

Benefit:

1. This program provides a tuition waiver covering the total of the **resident** Capital Fee and the **resident** Education and General (E&G) Fee charged by Marshall University regardless of the student's residency. This benefit does not include auxiliary fees, special equity fees, recreation center fees, E-course fees, program fees, lab fees, late fees, etc. It also does not cover assistance for tuition charged by 3rd-party affiliates or expenses for books, parking, etc.
2. The tuition assistance provided in this program cannot be combined with any other institution-funded financial aid except for metro and non-residents students. Metro and non-resident students receiving benefit under this program may receive additional institution-funded financial aid assistance, but combined may not exceed more than the amount of Capital and E&G Fees for nine (9) billable hours for each semester.
3. The program provides the benefit during the fall, spring and summer terms.

Alternate Benefit:

1. If the student dependent is the recipient of a PROMISE Scholarship for payment of tuition or the recipient of any other privately-funded, tuition-only scholarship, then the student dependent qualifies for an alternative benefit, which shall not be more than the amount of the benefit normally received under this program. It takes the form of:
    a. A remission of the Capital and E&G fees up to the amount of the normal benefit received under this program, to bridge the gap between the amount paid by the PROMISE (or other privately-funded tuition scholarship) and the total mandatory tuition and fees (Capital Fee, E&G Fee, Auxiliary Fee, Special Equity Fee, and Recreation Center Fee) normally charged to resident students; and,
    b. A partial remission of room fee to assist in covering the cost of residing in a Marshall University residence hall.

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_____ _____

Student's Name **Student's MU ID**

Semester/Term: Fall _____ Spring_____ Summer_____

Year Year Year

Employee's Statement of Eligibility:

I certify that the above referenced student is my dependent and not over the age of 25. I understand that if the student ceases to be my legal dependent while receiving this tuition benefit, I will inform the Office of Student Financial Assistance. I understand that if the student ceases to qualify, or if my employment with Marshall University ceases, this tuition benefit terminates. However, should the separation from employment occur after the semester has begun it does not affect the tuition benefit for the current semester.

_____ _____ _____

Employee's Name Employee's MU ID Start Date of Employment

_____ _____

Employee's Signature Date

This form must be completed and submitted before the payment due date for each semester or term.

Semester/Term	Deadline to Meet Billing Due Date	Final Deadline
Fall	August 1	September 15
Spring	December 1	January 31
Summer	May 1	May 31

If an application is submitted after the Deadline to Meet Billing Due Date, it will be the student's responsibility to pay up-front all the fees due for that semester/term by the established fee payment deadline. Applications received after the Final Deadline will be rejected. The program does not provide benefits retroactively for past semesters.

Other Restrictions:
A student may not participate in the program after four years have elapsed following the student's first participation in the program.

In the event of an employee's retirement, total disability, or death after completion of at least ten (10) years of University service, the employee's dependent(s) will retain initial eligibility for the scholarship program for a period of five (5) years after the event.

Appeal Procedures:
Should your application for this benefit be denied, you have the right to appeal to the University Scholarship Policy Committee. Submit your appeal in writing to the Director of Student Financial Assistance. The deadline to appeal is September 30 for fall, February 15 for spring, and June 15 for summer.

Submit this form to the Office of Student Financial Assistance, Marshall University, One John Marshall Dr., Old Main 116, Huntington, WV 25755 or fax to 304-696-3242.

HR Employment Verification Approval: ____Yes ____No; HR Signature: _____; Date: _____