

## **FAQ'S DEPENDENT PARTIAL TUITION WAIVER**

- Do faculty/professional employees qualify? What if faculty is on a 9-month academic year contract are they eligible?

Yes, all employees on the Montana University System payroll who meet the eligibility requirements may take advantage of this benefit. Academic year contracts are eligible if the other service requirements are met.

- How do I know if my child or stepchild is a qualified dependent?

Your child or stepchild must be claimed as a dependent for federal tax purposes during the calendar year that includes the first day of the semester during which the tuition waiver is utilized, is unmarried and not reached the age of 25.

- Are community college employees eligible for this benefit?

Employment at any private institution, at any tribal college or the community colleges in Kalispell, Glendive and Miles City does not qualify to receive this benefit.

- Does the dependent partial tuition waiver apply to students at all undergraduate grade levels?

Yes. The waiver may be used to take courses at a college of technology or in any other two-year or certificate programs and to obtain a first undergraduate degree at any unit of the Montana University System.

- How many credits can I take each semester to qualify for the partial tuition waiver?

There is no limitation on the number of credits that may be taken per semester under the tuition waiver benefit.

- Why must you be employed .75 FTE?

The qualifying .75 FTE is consistent with the existing faculty and staff tuition waiver benefit.

- Does the partial tuition waiver cover graduate course work?

The tuition waiver may not be used to obtain a graduate degree or to attend law school.

- When may we begin to utilize this benefit?

The one-year pilot program will begin summer session 2004.

- Are graduate teaching assistants qualified to receive the benefit?

No. This benefit applies only to the first undergraduate degree.

- Are employees working in the Extension Offices or the Alumni Association able to utilize this benefit?

Generally, no. Only those paid on the Montana University System payroll, who meet the other eligibility requirements, may utilize the Dependent Partial Tuition Waiver.

- Who applies for the waiver, the student or the employee?

The application needs to be completed and signed by both the employee and student. Completed applications should be submitted to the Human Resources/Personnel office at the employee's campus in accordance with the deadlines established by that campus.

- When must I apply to receive the partial tuition waiver for summer session 2004 and for fall semester 2004?

Employees must submit the completed application to their campus Human Resources/Personnel Office within the deadlines established by each campus.

- How often do I need to apply for the partial tuition waiver?

You must make application prior to the commencement of each session or semester. Each campus establishes deadlines.

- Where do I get the application forms?

Applications are available at the Human Resource/Personnel Office or they may be obtained on-line at the Human Resources/Personnel site.

- What if the dependent qualifies for another scholarship designated for tuition? May they take advantage of both?

Yes, they may keep both, but only up to the actual cost of the tuition. If the scholarship paid the tuition in full, then the student would not be allowed to utilize the Dependent Partial Tuition Waiver.

If you have specific questions in this regard please contact the Financial Aid Office.