Tuition Remission for Dependents of Non-Represented Faculty and Staff

**Spouses or Civil Union Partners of Non-Represented Faculty and Staff**

The spouse or civil union partner of an employee in group A, B, or C may audit courses at UVM without tuition charge on the same basis that the employee may take courses for credit, i.e., 15 audit hours per year from September through August (a total of 6 audit hours during the year for the spouse or civil union partner of an employee in group D, E, or F). In addition, comprehensive and summer session fees are covered even if your spouse or civil union partner takes courses for credit.

**Surviving Spouses or Civil Union Partners of Non-Represented Faculty and Staff**

If you die when you are an employee while in benefit groups A, B, or C, your surviving spouse or civil union partner will be granted tuition remission at UVM for all courses taken for credit. There is no restriction on the number of courses taken or the degree pursued; however, tuition remission for courses applied toward a graduate degree may be considered taxable income by the IRS. If you have questions regarding the taxable status of your tuition remission benefits, check with Human Resource Services. Remarriage renders a person ineligible for this benefit.

**Dependent Children of Non-Represented Faculty and Staff**

a. Any dependent child of an employee who has been in benefits group A, B, or C for one year prior to the end of the semester add/drop period may receive tuition remission for all courses taken at UVM or any Vermont state college. To qualify, the dependent must be a full-time undergraduate student. Such tuition remission will be effective for the semester following completion of one year of service. In addition, several study abroad opportunities may be offered to UVM students.

b. To qualify for tuition remission, dependent children must:

- have accepted admittance to an undergraduate degree or certificate program;
- be enrolled for at least 12 credit hours each semester, except the final semester if less than 12 credits are needed to graduate; or in circumstances where the student's academic advisor or UVM Student Health Service or UVM Counseling and Testing recommends less than a full-time academic load;
- when applicable, be certified as a dependent by the parent's tax return or when not applicable, by written certification of dependency and claimed as a dependent for tax purposes in the following tax year, signed by the employee/parent and; if your dependent child is not listed on your tax return, you should attach legal evidence that the parent who is a UVM employee is responsible for paying for the child's education. Please contact Human Resource Services if your dependent child is married. OR, if your dependent
child is not listed as a dependent on your tax return, you should attach proof of your responsibility for payment of tuition, unless previously provided.

- complete The University of Vermont or a Vermont State Colleges degree program within seven consecutive academic years and not exceed 150 attempted or paid credit hours, or complete a degree program begun at UVM and finished at a state college or vice versa within seven consecutive academic years.

c. In no case will tuition remission be granted:

- before the first semester of matriculated enrollment, unless the child is taking a full-time course load under the Guaranteed Admission Program (GAP). In this case, an exception may be granted by the President or his/her designee;
- if the dependent child already has a bachelor's degree;
- for the pursuit of an advanced degree; or
- if the dependent child has not begun his or her undergraduate degree program before age 21 (unless he or she had to defer a college education because of a full-time service in the armed forces, in which case the age limit will be extended by the number of years of active service not to exceed four years plus one additional year at the convenience of the government).

d. Tuition remission will be withdrawn at the beginning of the semester in which:

- the student's course load drops below 12 credit hours, unless an academic advisor or UVM Center for Health and Wellbeing or UVM Counseling Center advises that the student's credit load be reduced for a semester (Note: medical, dental, and life insurance eligibility will be affected by a course load under 12 credits per semester) or;
- the employee terminates before the semester add/drop period ends.

e. Tuition remission will be withdrawn at the end of the semester in which:

- the dependent child reaches age 28, unless education was deferred for service in the military, or
- the child is no longer a dependent, or
- the employee terminates after the semester add/drop period.

f. Tuition remission for summer session courses taken at UVM may be granted if the dependent child submits a memo from his or her faculty advisor to the Associate Vice-President of Human Resources indicating that the credits taken will be applied to satisfy requirements of the degree which the student is pursuing. Note: Dependent children who are undergraduate students at other institutions will qualify for this benefit (summer session courses at UVM) if they meet all of the qualifications as previously described.

g. A tuition credit of $200 per semester is available for dependent children of employees in benefit groups D, E, and F. In order to qualify, dependent children must meet the provisions outlined above.
h. Tuition remission as outlined above is granted to dependent children of: employees who retire after becoming eligible for retirement or disability benefits as previously described herein; active employees who die after having completed four years of continuous University employment; and employees on leave status from the University for not more than one year.

i. Military Studies personnel and Civil Service employees of the UVM Military Studies Department who are residents of the State of Vermont as defined by the University are eligible for employee tuition benefits for their dependent children during the period of their contractual relationship. Eligibility for benefits will occur in the academic semester following one year of service.

j. If an employee with three or more years of at least half-time continuous regular service is re-employed by the University in another half-time or more continuous regular position within two years of the original separation (except in cases of termination for cause), the one-year waiting period for eligibility of tuition remission for dependent children will be waived. Also, if involuntarily terminated other than for cause, and returning within two years, the previous length of service will be applied toward the one-year waiting period.

k. Information and forms to be completed for tuition remission requests may be obtained from the Forms area of the HRS web site prior to enrollment of the dependent student. A tuition remission form must be completed for each dependent child each year. In addition, the student must register for classes through the normal registration process.

---

### Eligibility for Benefits

Unless noted in specific plan documents, the following description of eligibility for non-represented employees and their dependents applies to all UVM benefits.

The following six groups of employees are eligible for UVM benefits:

<table>
<thead>
<tr>
<th>Benefit Groups Defined</th>
<th>Months of Year Worked</th>
<th>Full-Time Equivalency (FTE)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Full-Time</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group A</td>
<td>12 months</td>
<td>100%</td>
</tr>
<tr>
<td>Group B</td>
<td>9, 10, 11 months (academic year)</td>
<td>100%</td>
</tr>
<tr>
<td>Group C</td>
<td>12 months</td>
<td>75 - 99%</td>
</tr>
<tr>
<td><strong>Part-Time</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Group D</td>
<td>9, 10, 11 months (academic year)</td>
<td>75 - 99%</td>
</tr>
<tr>
<td>Group E</td>
<td>12 months</td>
<td>50 - 74%</td>
</tr>
<tr>
<td>Group F</td>
<td>9, 10, 11 months (academic year)</td>
<td>50 - 74%</td>
</tr>
</tbody>
</table>
For benefit eligibility, there is a difference between full-time and part-time employees.

For benefit eligibility purposes, a full-time staff member is employed in a regular capacity of at least 75% of a 12-month work year of 37-1/2 or 40 hours per week (Groups A and C) or in a regular capacity of 100% of an academic year of 9, 10, or 11 months for 37-1/2 or 40 hours per week (Group B).

A part-time staff member is employed in a regular capacity of 50 - 74% of a 12-month work year of 37-1/2 or 40 hours per week (Group E) or 50 - 99% of an academic year of 9, 10, or 11 months for 37-1/2 or 40 hours per week (Groups D and F).

Note: An employee is considered to be employed in a regular capacity if (1) the position is continuing, not temporary, (2) it appears on UVM's position inventory or is an approved hourly position included in the department's wage budget, and (3) a completed and approved position description exists. An employee is considered to be temporary when he or she is paid by electronic payroll systems for temporary employees, whether full-time or part-time, or by time sheets that are designated as temporary.

The terms and conditions of employment for postdoctoral fellows and trainees and for postdoctoral associates are not covered here.