Dependent Certification for Tuition Remission

NOTE: This document is designed to be used online and has a number of embedded links to processes and additional information. We discourage the printing of manuals as they are updated frequently and consume paper resources when printed.

If you have questions about information in this mini-manual, or, if after reading the entire manual, you cannot find the information you need, please e-mail psguides@uvm.edu.

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Background

The University of Vermont requires certification of all employee dependents applying for tuition remission. It is necessary to submit an application prior to the beginning of each academic year for each dependent. The exception is that an application is required each semester for spouses, civil union partners, GAP (Guaranteed Admission Program) students, and students attending Vermont Technical College. Each application will be processed and each applicant (employee) will receive notice that the request has either been approved or denied within 3-5 business days.

If you have questions that aren’t answered by this manual, e-mail HRSInfo@uvm.edu or contact the HRS Employee Information Center at 802-656-3150 Monday through Friday between the hours of 8:00 AM and 4:30 PM.

Note: Although dependent children are certified online, spouses and civil union partners must be certified each semester by using the paper form found on the Forms page of the HRS website.

Responsibility and Eligibility

Responsibility:

It is the employee’s responsibility to accurately complete and submit the tuition remission form. The form must be filled out correctly and submitted in a timely manner.

Eligibility:

For a complete explanation of eligibility criteria, refer to the Staff Handbook or e-mail HRSinfo@uvm.edu.

Completing the Dependent Tuition Remission Form

The following sections detail what is required to complete the dependent tuition remission form. Read these sections carefully.

General Guidelines

The tuition remission process requires the employee to ensure all eligible dependents are currently in the PeopleSoft system. If dependents need to be added, contact HRS Employee Information Center at HRSinfo@uvm.edu or 802-656-3150 for more information.

Below are general guidelines for completion of the dependent tuition remission form:

1. Log in to PeopleSoft using the Human Resources log in.
2. Navigation: **Self Service > Benefits > Dependents and Beneficiaries > Dependent Child Tuition Cert**

![Tuition Remission - Dependent Child Certification](image)

3. Click on the name of the dependent that you wish to submit for tuition remission.

4. PeopleSoft will open the **Dependent Certification** window displaying the dependent’s name. Click on **Add Request**.
5. The next screen defaults to the current academic year and automatically puts Yes in the Enrolled in a Degree Program field. Enter the number of credits for which the dependent is registered, the term category, expected graduation date and the institution the dependent will be attending.

6. To certify the dependent, you will need to ensure the correct choices are selected in the box. If the dependent isn’t listed on the employee’s tax return then the employee will need to provide supporting documents for both B & C. The supporting documentation will need to be attached to the request in the provided area. Additional information about this supporting documentation is on the next page of this mini manual.
NOTE: Supporting Documentation: Proof of Eligibility for Tuition Remission

- Students taking fewer than 12 credits per semester must submit documentation from their academic advisor, UVM Student Health Service or UVM Counseling and Testing recommending less than a full-time academic load.

- Faculty and staff seeking tuition remission for a dependent child who is not listed on their tax return, or who is married, must attach legal evidence that they are responsible for paying for the child's education, e.g., a copy of a divorce decree or a letter/memo demonstrating a
parent-child relationship that supports (greater than 50%) their dependent child’s education expenses.

- A dependent child who has not begun an undergraduate degree program before the age of 21 as the result of a deferment due to full-time military service must submit documentation showing their years of military service. Full-time military service extends the starting age limit by the number of years of active service, not to exceed four years plus one additional year at the convenience of the government.

- 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 the requirements of the degree which the student is pursuing. Dependent children who are undergraduate students at other institutions will qualify for this benefit (summer session courses at UVM) if they meet this and all of the other pertinent qualifications described earlier.

7. **Select Save** when all information is correct and follow the prompts.

8. The certification process must be repeated each academic year for each dependent child seeking to access tuition remission.

   **NOTE:** For spouses and civil union partners, GAP students and students attending Vermont Technical College, an application must be submitted every semester. For spouses and civil union partners, submit the paper version found on the Forms page of the HRS webpage.

9. A system-generated e-mail will be sent to the UVM employee who submitted the request. The employee will receive an e-mail confirming the request has been submitted.
• An e-mail will also be sent to the employee if the application is taking longer than 3-5 business days identifying that the application is still pending. This may require additional information from the employee.

This is a system-generated e-mail to inform you that your request to certify Kitty Cat for tuition remission is still pending. Please read the information in the Comment field below for any additional action required on your part. If you have questions, e-mail HRSinfo@uvm.edu or contact the HRS Employee Information Center at 802-656-3150 Monday through Friday between the hours of 8:00 AM and 4:30 PM.

Additional Comments:

• Finally, an e-mail will be sent to declare whether the application has been approved or denied. If denied, contact the HRS Employee Information Center at HRSinfo@uvm.edu or 802-656-3150 for more information.

This is a system-generated e-mail to inform you that your request to certify Kitty Cat for tuition remission has been approved. There is no further action required on your part at this time.

Important: It is necessary to submit an application prior to the beginning of each academic year for a dependent. The exception is that an application is required each semester for spouses, for GAP students and for students attending VTC.

If you have questions related to tuition remission, e-mail HRSinfo@uvm.edu.

Edit the Tuition Remission Form

PeopleSoft allows the employee the option to edit an existing tuition remission request. Follow the guidelines below to edit the form.
1. Access the tuition remission request form in the same manner as was done in submitting the original request.

2. Click on the name of the dependent whose application you wish to edit.

3. The screen will go to the **Dependent Certification** tab, and provides the options to either **Edit** or **Delete** the request.

   ![Dependent Certification Table]

   **Kitty Cat**

<table>
<thead>
<tr>
<th>Certification Requests</th>
<th>Certification Status</th>
<th>Edit</th>
<th>Delete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Year</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015-2016</td>
<td>Pending</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Return to Dependent List
4. Select **Edit** and the original screen that was used to submit the request will open.
5. Edit information or upload required documentation as needed.

6. Select **Save** to save the changes.

7. The system generated e-mails will once again be sent to the employee submitting the request.

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### Frequently Asked Questions

**Why do I keep getting system generated e-mails with a Subject line that reads, “Tuition Remission Request Recycled?”**

This e-mail would indicate that for some reason the application couldn’t be processed. Read the e-mail thoroughly. There should be an explanation of what is needed for the process to be completed.

**Who is eligible to receive Tuition Remission at the University?**

Benefits-eligible UVM faculty and staff are eligible for tuition remission. In addition, the dependent children of faculty or staff who have been employed in benefits group A, B or C for one year are also eligible, provided they are full-time undergraduate students who begin their undergraduate degree program before age 21 (with an allowance made for full-time service in the armed forces). (For more details, see the Tuition Remission section of the Staff Handbook section on Benefits, or contact the Employee Information Center at 802-656-3150.)

**What will happen if I don’t submit a request for my dependent’s tuition remission?**

The dependent student or his/her family will be responsible for any tuition costs that may be incurred.

**What if the dependent drops out or ceases to carry enough credits?**

Call the Employee Information Center at 802-656-3150 to speak with someone about your specific situation.

**Where can I find more information about tuition remission?**

Additional information can be found in the Tuition Remission section of the Staff Handbook. You can always contact the HRS Employee Information Center at HRSinfo@uvm.edu or 802-656-3150.
Resources

Helpful Links

- The Staff Handbook

Relevant UVM Departments

- Human Resource Services

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