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 contact Human Resources Services at hrsinfo@uvm.edu, 802-656-3150 or 228 Waterman.

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Dependent Tuition Remission Request
Mini- Manual

Background
The University of Vermont requires a tuition remission requests be submitted in order for retirees, dependent children or spouses that receive the University of Vermont’s tuition remission benefit at the University of Vermont or Vermont State Colleges.

Responsibility
Responsibility:
It is the employee’s responsibility to accurately complete and submit tuition remission requests. The form must be filled out correctly and submitted prior to the add/drop deadline for each semester. HR highly encourages that request is submitted and approved by HR before the billing date for the upcoming semester or academic year.

Employees
Active non-represented staff, teamsters, full-time united academics and united electric employees do not need to submit any documentation for a tuition remission request for themselves. Their tuition remission is automatically processed once they register for classes.

Active part-time united academics employees must submit a Tuition Remission Application for Part-Time United Academics Employees.

Spouse Audit Tuition Remission Requests
All spouse audit requests must be completed via a paper Tuition Remission – Exceptions & Spousal Audit Request form.

Dependent Children Tuition Remission Requests
Active University of Vermont employees must submit an online Tuition Remission Request for before dependent children will be considered for tuition remission. A request should be submitted for each dependent child requesting tuition remission and at least once per academic year, as applicable. Each request will be processed and each applicant (employee) will receive notice that the request has either been approved or denied within 3-5 business days.

Inactive University of Vermont employees and retirees must submit a paper request for dependents using the Tuition Remission – Exceptions & Spousal Audit Request form.

Eligibility
Please review the Tuition Remission section of the applicable handbook or bargaining agreement to ensure your dependent is eligible for tuition remission (links included below.)

Non-Represented Staff: Staff Handbook under Tuition Remission
Full-Time United Academics Bargaining Unit Employees: FTUA Bargaining Agreement, Article 20.5
United Electric Bargaining Unit Employees: UE Bargaining Agreement, Article 48.2
Teamsters Bargaining Unit Employees: Teamsters Bargaining Agreement, Article 24
Part-Time United Academics Bargaining Unit Employees: PTUA Bargaining Agreement, Article 20.10
The following sections details what is required to complete the dependent tuition remission form. Read these sections carefully.

**Certification of Dependents**
Employees must certify their dependents PRIOR to making a tuition remission request. The Certification of Dependents Form can be found [HERE](#) or on HRS website. The certification of dependents form may be made throughout the year. This form can be emailed or file transferred as an attachment to HRSinfo@uvm.edu.

**Completing Online Dependent Tuition Remission Request**
1. Log in with your NetID to PeopleSoft through the Human Resources Login
3. Review dependent information.
   - To update information see the Update SSN Mini-Manual
   - If a dependent is not listed please complete a Certification of Dependents form.
4. Click on the name of the dependent that you wish to submit a tuition remission request for.

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

- **Kitty Cat**
  - Date of Birth: 11/15/1992
  - Relationship to Employee: Child
  - Student: Yes
  - Marital Status: Single

- **Allie Cat**
  - Date of Birth: 04/07/1994
  - Relationship to Employee: Child
  - Student: Yes
  - Marital Status: Single
5. Click “Add Request”

6. Enter the following information:
   a. Academic Year*
   b. Number of credits for which the dependent is registered
   c. Term Category
   d. Enrolled in Degree Program*
   e. Expected Graduation Date
   f. Institution Attending (UVM or applicable Vermont State College)*

* Please note the following fields have defaulted values and may need to be updated:
  - Academic Year: Current Academic Year
  - Enrolled in Degree Program: Yes
  - School: UVM

7. Select that marriage status of the student, and applicable tax responsibility.
8. Attach required documents:
   a. **Dependents enrolled less than 12 credits per semester** require a letter from a doctor, advisor or testing center that recommends less than full-time status.

   b. **For dependents not listed on tax return or 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 parent-child relationship that supports (greater than 50%) their dependent child’s education expenses.

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

**Need to update information on an online tuition request?**
See Editing a Tuition Remission Request for additional details.

10. System Generated Emails will be provided to employees.
    a. **Request Submitted:** 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.
    b. **Request Pending:** 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.
    c. **Final Status:** An e-mail will be sent to declare whether any status change of the application (approved or denied.) Denied requests will indicate what any additional information require and/or the reason for the denial.

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**Editing a Tuition Remission Request**

**Need to update information on an online tuition request?**

1. Log in with your NetID to **PeopleSoft** through the Human Resources Login.
3. Click on the name of the dependent whose application you wish to edit.
4. The screen will go to the **Dependent Certification** tab, and provides the options to either **Edit** or **Delete** the request.

<table>
<thead>
<tr>
<th>Dependent Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Kitty Cat</strong></td>
</tr>
</tbody>
</table>

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

**Add Request!**

**Return to Dependent List**

**Edit not an option?** Contact Human Resource Service as your request may need to be denied to provide you with access to the edit feature. [HRSinfo@uvm.edu](mailto:HRSinfo@uvm.edu) or 802-656-3150.

5. **Select Edit.**

6. **Edit information or upload required documentation as needed.**

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

8. You will receive a system generated email that the request was submitted.
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.