

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](mailto:hrsinfo@uvm.edu), 802-656-3150 or 228 Waterman.

## Contents

<b>Background .....</b>	<b>2</b>
<b>Responsibility .....</b>	<b>2</b>
Responsibility: .....	2
Employees.....	2
Spouse Audit Tuition Remission Requests .....	2
Dependent Children Tuition Remission Requests .....	2
<b>Eligibility .....</b>	<b>2</b>
Non-Represented Staff:.....	2
Full-Time United Academics Bargaining Unit Employees:.....	2
United Electric Bargaining Unit Employees.....	2
Teamsters Bargaining Unit Employees:.....	2
Part-Time United Academics Bargaining Unit Employees:.....	2
<b>Online Dependent Tuition Remission Request .....</b>	<b>3</b>
Certification of Dependents .....	3
Completing Online Dependent Tuition Remission Request.....	3
<b>Editing a Tuition Remission Request.....</b>	<b>6</b>

## Background

The University of Vermont requires tuition remission requests be submitted by retirees, dependent children, or spouses in order to receive the University of Vermont's tuition remission benefit at the University of Vermont or Vermont State Colleges.

## Responsibility

### Responsibility:

It is the responsibility of the employee 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 a 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 request 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 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 been approved, denied, or need of additional information.

**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. See the [Handbooks & Policies Webpage](#) for additional details (applicable articles listed 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**

## Online Dependent Tuition Remission Request

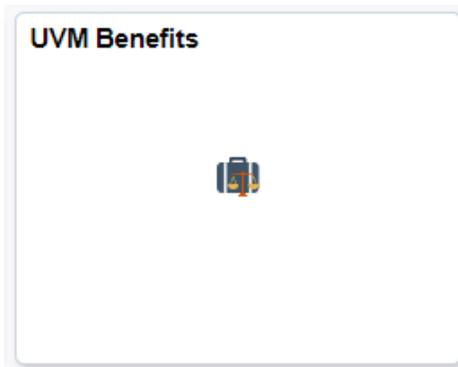
The following sections details what is required to complete the dependent tuition remission form. Read these sections carefully.

### 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 the [HRS website](#). This form may be submitted at any time throughout the year. Please email this completed form to [HRInfo@uvm.edu](mailto:HRInfo@uvm.edu) using the secure file transfer service found [here](#)

### Completing Online Dependent Tuition Remission Request

1. Log in to PeopleSoft through the **Human Resources Login** ([www.uvm.edu/~erp/portal/](http://www.uvm.edu/~erp/portal/)).
2. Navigation:
  - **UVM Employee > UVM Benefits**



- **UVM Employee > UVM Benefits > Dependent Child Tuition Cert**



3. Click the **Dependent Child Tuition Cert** icon and your dependents will be listed

## Tuition Remission - Dependent Child Certification

Sandy Smith

Click on the dependent child's name below to start, review or update the Dependent Child's Certification.

To request Tuition Remission (audit hours or for spouse/civil union partner's who take courses for credit and are requesting the comprehensive fee be paid) for a Spouse/Civil Union Partner please complete the Tuition Remission form which can be found on the Human Resource Services website Forms page <http://www.uvm.edu/hrs/?Page=forms/forms.html> .

For children not listed below or you have questions about the Tuition Remission process please contact Human Resource Service at 656-3150 or [hrsinfo@uvm.edu](mailto:hrsinfo@uvm.edu).

### Eligible Dependents

Christopher Smith

Date of Birth: 06/01/1996

Marital Status: Single

Relationship to Employee: Child

4. Review dependent information.

- To update information or if a dependent is not listed please complete a [Certification of Dependents form](#) and send it to [HRSinfo@uvm.edu](mailto:HRSinfo@uvm.edu) . Please also email or call HRS to inform them you have submitted this and are in the process of completing a Tuition Remission Request

5. Click on the name of the dependent that you wish to submit a tuition remission request for.

6. Click the **Add Request** button

Dependent Certification

Christopher Smith

Add Request

7. Enter the following information:

- Academic Year\*
- Number of credits for which the dependent is registered
- Term Category
- Enrolled in Degree Program\*
- Expected Graduation Date
- 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

8. Select that marriage status of the student, and applicable tax responsibility.

Dependent Certification For Tuition Remission

Display Name Sandy Smith	Empl ID 0145379
Dependent Christopher Smith	Dependent/Beneficiary ID 02

*Acad. Year	# of Credits	Term Category	Enrolled in a Degree Program?	Graduation Date
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
UVM or State College Indicator <input type="text"/>				

I hereby apply for tuition remission as requested. I have read and understand the conditions under which tuition remission benefits are granted, as found in the Officers' Handbook, Staff handbooks and /or the appropriate Collective Bargaining Agreement and I meet all the conditions for approval of benefits.

I certify that the above named is my eligible dependent, and  married  unmarried and is

A. Listed on my Tax Return for the year enrolled or

B. I have legal responsibility for her/his education or

C. Other (indicate in comments.)

Comments

Personalize   Find       First 1 of 1 Last				
Attached File	Select File	View	Delete	
1	Select File	View	Delete	

Return to Dependent List

Save

9. Attach required documents:

- **Dependents enrolled in less than 12 credits per semester** require a letter from a doctor, advisor or testing center that recommends less than full-time status.
- **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.

10. Please to review this page before clicking save to ensure accuracy. Once reviewed, click **Save**.

11. Click **OK** on the save confirmation page

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

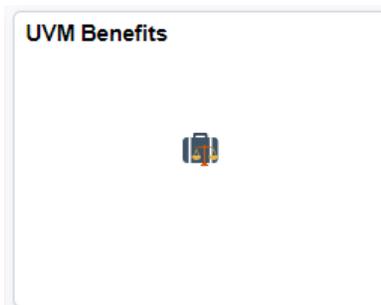
12. System Generated Emails will be provided to employees.

- **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.
- **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.
- **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.

## Editing a Tuition Remission Request

The following instructions detail how to edit a tuition remission form.

1. Log in to PeopleSoft through the **Human Resources Login** ([www.uvm.edu/~erp/portal/](http://www.uvm.edu/~erp/portal/)).
2. Navigation:
  - **UVM Employee > UVM Benefits**



- UVM Employee > UVM Benefits > Dependent Child Tuition Cert



3. Click the **Dependent Child Tuition Cert** icon and your dependents will be listed

## Tuition Remission - Dependent Child Certification

Sandy Smith

Click on the dependent child's name below to start, review or update the Dependent Child's Certification.

To request Tuition Remission (audit hours or for spouse/civil union partner's who take courses for credit and are requesting the comprehensive fee be paid) for a Spouse/Civil Union Partner please complete the Tuition Remission form which can be found on the Human Resource Services website Forms page <http://www.uvm.edu/hrs/?Page=forms/forms.html> .

For children not listed below or you have questions about the Tuition Remission process please contact Human Resource Service at 656-3150 or [hrsinfo@uvm.edu](mailto:hrsinfo@uvm.edu).

### Eligible Dependents

Christopher Smith      Date of Birth: 06/01/1996      Marital Status: Single  
Relationship to Employee: Child

4. Click on the dependent's name you wish to Edit
5. The screen will go to the **Dependent Certification** tab, and provides the options to either **Edit** or **Delete** the request. Click **Edit**

Dependent Certification

Christopher Smith

Certification Requests			
Academic Year	Description	Edit	Delete
2019-2020	Pending	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>

[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.



## Dependent Certification For Tuition Remission

Display Name Sandy Smith	Empl ID 0145379
Dependent Christopher Smith	Dependent/Beneficiary ID 02

*Acad. Year	# of Credits	Term Category	Enrolled in a Degree Program?	Graduation Date
2019-2020	Full-Time	Summer	No	05/2019
UVM or State College Indicator		1 UVM		

I hereby apply for tuition remission as requested. I have read and understand the conditions under which tuition remission benefits are granted, as found in the Officers' Handbook, Staff handbooks and /or the appropriate Collective Bargaining Agreement and I meet all the conditions for approval of benefits.

I certify that the above named is my eligible dependent, and  married  unmarried and is

A. Listed on my Tax Return for the year enrolled or

B. I have legal responsibility for her/his education or

C. Other (indicate in comments.)

### Comments

Personalize   Find   [grid icon]   First   1 of 1   Last				
Attached File	Select File	View	Delete	
1	Select File	View	Delete	+

[Return to Dependent List](#)

Save

6. Edit information and/or upload required documentation as necessary
7. Click **Save** to save the changes.
8. Click **OK** on the save confirmation page
9. A system generated email will be sent notifying you of this update.

## 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?**

For eligibility please review the Tuition Remission section of the applicable handbook or bargaining agreement. See the [Handbooks & Policies Webpage](#).

**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.