Tuition Remission Mini-Manual

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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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:

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 it 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
The following sections detail 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 HRSinfo@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/).

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/hr/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 555-3150 or hrsinfo@uvm.edu.

<table>
<thead>
<tr>
<th>Eligible Dependents</th>
<th>Date of Birth: 06/01/1995</th>
<th>Marital Status: Single</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christopher Smith</td>
<td></td>
<td>Relationship to Employee: Child</td>
</tr>
</tbody>
</table>
```

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. 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.
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.

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

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**

**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.
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.