Employee Eligibility and Determination of Eligible Dependents

I have a nephew for whom I have been awarded custody. I claim my nephew as a dependent on my income tax filings. Is my nephew eligible for the dependent tuition reduction program?

Yes. As long as your nephew meets the admissions and other standards of the program, he is eligible for the dependent tuition reduction program.

My daughter is a member of the National Guard. If her unit is activated in mid-semester and she has to withdraw from school, will she be eligible for the dependent tuition benefit in the semester after her unit is later de-activated even though she had to withdraw mid-semester?

Yes. Members of the Reserve and National Guard are covered by The Uniformed Services Employment and Reemployment Act. This benefit would be reinstated in full upon the dependent's return from active duty. Your daughter would need to return to dependent status, however, and would need to meet all of the other eligibility requirements of the program.

My son is enrolled at WSCU as a full time student. I have been offered a full time classified job beginning October 1. When will my son be eligible for the dependent tuition reduction benefit?

Assuming that your son qualifies as a dependent, and he maintains sufficient academic progress and standing to be eligible, you and he can apply for the dependent tuition reduction benefit for the spring semester.

I have been a part time temporary employee for two years. I will begin a full time assignment in November. Can my daughter qualify for the dependent tuition reduction benefit retroactively for the fall semester?

No. In order to qualify for the benefit, the employee must be in a covered employment category on the first day of the semester. The first semester your daughter would be eligible to qualify for the benefit will be the spring semester.

My son was granted the dependent tuition reduction benefit for the fall semester. I resigned my employment at WSCU to accept another job effective September 20. Will my son have to repay the dependent tuition reduction for the fall semester? If not, because we started the academic year as eligible for the dependent tuition reduction benefit, will he continue to be eligible in the spring semester?

The eligibility for the dependent tuition reduction benefit is governed by the employees and the dependents status on the first day of the semester; no repayment of the benefit for the fall semester is required. However, the benefit is granted on a semester by semester basis. Since you are no longer an eligible employee for the spring semester, your son will no longer be able to claim the dependent tuition reduction benefit for the spring.

I am on a transition retirement faculty assignment. Is my daughter eligible for the dependent tuition reduction benefit?

No. The benefit is only available to dependents of eligible employees, not retirees.

I recently began my full time employment with WSCU. My daughter graduated this past spring from high school in another state and is beginning full time at WSCU in the fall semester. Is my daughter eligible for the dependent tuition reduction program?

Yes, but only to the extent her tuition would have been reduced from in-state tuition less the COF payment if she had been a Colorado resident. This would leave $5,275.20 of tuition eligibility for the dependent tuition reduction. At 50%, the amount of the dependent tuition reduction for the fall semester would be $2,637.60. Any additional scholarship money would apply to her out of state tuition.

Benefit Amounts, Calculations and Limitations

I am a part time faculty member with a 60% assignment for the academic year. How will my student's dependent tuition reduction be calculated? S/he has no scholarships, just COF.

Full semester tuition $3,381.60 - COF $768.00 = $2,637.60

$2,637.60 - Dependent Tuition Reduction of 100% (2,637.60) = $2,637.60

$2,637.60 x the percent of assignment (60%) = $1,582.56 in tuition reduction

I understand that the dependent tuition reduction benefit is limited to 120 credit hours. My student is enrolled in a degree program that requires 128 hours for graduation. S/He wants to continue in graduate school. Can he receive the dependent tuition reduction for the additional 7 credit hours in graduate school?

No. The benefit is limited to undergraduate education and cannot be extended to graduate school.

Why does the benefit only cover undergraduate hours?

The Dependent Tuition Reduction Benefit operates within the requirements established by Section 117(d) of the Internal Revenue Code. Under this section of the code, only undergraduate hours are eligible for favored tax treatment.

My daughter will complete the credit hours necessary for her degree in the fall. She wants to complete a second major, however. May she receive the dependent tuition reduction for those undergraduate hours needed to complete her second major that don't exceed the 120 credit hour cap?

No. The dependent tuition reduction applies only to the first degree earned, irrespective of whether the student continues to complete a second major.

My son has been accepted into the Honors Program. There are additional costs beyond the tuition associated with this program. Are any of these costs eligible for the dependent tuition reduction benefit?

No, only tuition costs can be considered in the dependent tuition reduction benefit. It cannot be used for incidental costs, fees, housing, lab fees or class materials.

Important Dates, Good Standing, Withdrawals, and Effects on the Benefit Amount

By when must my son / daughter and I make application for the benefit in order to be eligible for the benefit?

Applications must be received in Human Resources no later than the first day of the semester. Applications received after this date will not be eligible for the benefit in that semester.

What is the census date?

The census date is the date when the official enrollment for the semester is determined. This date is generally about two weeks into the semester to allow for late enrollments and withdrawals to be counted.

Is there a place I can find a listing of the census dates for each semester?

The census date for each semester can be found on the academic calendar. The link to the academic calendar is http://www.western.edu/academics/registration-services/spring-registration-information.html#Schedule_Adjustment. The academic calendar is updated each year, generally by December.

My daughter had a dependent tuition reduction for the fall semester. Unfortunately, she did not make adequate academic progress according to the standards set by the Financial Aid Office and is on Academic Probation. Can she still obtain the dependent tuition reduction for the spring semester?

No. Until she is removed from academic probation, she is ineligible for further dependent tuition reductions.

My son got into some trouble during the fall semester and was dismissed from school. I understand that I have to repay the dependent tuition reduction he was granted. The procedures call for repayment. May I make the repayment by check? May I choose a payroll deduction, or can a payment plan be worked out?

You can elect to pay by check. Also, a payment plan can be worked out or a payroll deduction can be set up. To do so, you need to consult with the Accounting Office. The maximum number of months the repayment plan or payroll deduction can cover is six (6) months.

What if my student decides s/he really wants to attend another institution and totally withdraws from all classes within the first two weeks of school?

If s/he withdraws prior to the census date, all tuition and fee charges are cancelled, as well as the tuition reduction and any other financial assistance.

What if s/he doesn′t make the decision to withdraw until later in the semester?

If s/he withdraws after census, the School′s normal policy applies. Please visit the website below to learn about the institutions refund policy: http://admissions.western.edu/financial-aid/withdrawal-repayment.html. After 50% of the term has passed, the full amount of tuition is owed and the full dependent tuition reduction benefit is applied.

Appeals

If I disagree with the determination of my eligibility as an employee or the determination of my dependent′s status as an eligible dependent, to whom can I appeal?

Appeals of employee eligibility or dependent status eligibility can be made to the Director of Human Resources. All appeals must be in writing and must state the reasons why you believe an incorrect

decision was made. You may be required to provide documentary proof of eligibility. The decision of the HR office is final.

If I or my dependent disagrees with decisions regarding whether he or she is an eligible student, to whom can he or she appeal?

Appeals regarding eligible student status can be made to the Director of Financial Aid. All appeals must be in writing and must state the reasons why the student believes an incorrect decision was made. The student may be required to provide additional documents to support the appeal as determined by the Director of Financial Aid. The decision of the Director of Financial Aid is final.