# Montana University System Dependent Partial Tuition Waiver Application & Instructions

This application is solely to determine eligibility for the Dependent Partial Tuition Waiver. It does not register you with the University nor does it enroll you in classes. Dependent student and employee must both complete the following with signatures and dates in spaces provided. The completed form must be submitted to the employee’s campus Human Resource Services office within the deadlines established by each campus.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DEPENDENT/SPOUSE** |  |  | **EMPLOYEE** |  |
| Name: |  |  | Name: |  |
| Student ID#: |  |  | Employee ID 790# |  |
| Do you have an undergraduate degree? |  |  | Employing Department: |  |
| Student relationship to Employee: |  |  | Employing Montana University System Campus / Agency: |  |
| Applying for which Session/Semester:  (Summer/Fall/Spring/Year) |  |  | Are you utilizing a Faculty/ Staff Tuition Waiver for this semester? |  |
| Will you be combining this Dependent Partial Tuition Waiver with any other university tuition waiver or scholarship? |  |  | Are you utilizing a Dependent Partial Tuition Waiver for another student this semester? (List Student’s Name and Campus) |  |
| Please list campus where you will utilize this Tuition Waiver: |  |  |

**Employee/Dependent Eligibility:** Employees must be employed at least ¾ time for 120 calendar days (e.g., four months) before being eligible for a dependent tuition waiver benefit. Eligibility begins at the start of the first full academic semester or summer session that follows the 120-day waiting period. Up to two dependents may utilize the dependent tuition waiver simultaneously in an academic term. Employees who utilize the faculty/staff waiver are eligible for a single (one) dependent waiver during the same academic term. Employees must be employed at least ¾ time during the entire term which a dependent utilizes the waiver to receive the benefit of the waiver. A dependent includes the employee’s spouse or adult dependent, as defined in the MUS Employee Benefits Plan, and financially dependent children as defined by the Internal Revenue Code who are unmarried and under age 25.

**Dependent Tuition Waiver Benefit:** The tuition waiver benefit for dependents shall be for 50% of the residential tuition. In no case may registration, course fees or any other mandatory or miscellaneous fees be waived. Dependents may utilize the tuition waiver benefit to take courses at a two-year college that is affiliated with either the University of Montana or Montana State University, and *to obtain a* *first baccalaureate degree* at any unit of the university system. Dependents may not use the tuition waiver benefit to attend law school or obtain a graduate degree. The tuition waiver does not apply to non-credit, continuing education or other self-supporting courses.

By signing below, we certify we meet all the eligibility guidelines set forth in Board of Regents Policy 940.32, Tuition Waiver for Dependents. Misrepresentation of eligibility by employee or student may be cause for the employee’s discharge and any tuition waiver received may be withheld from the employee’s salary or charged to the student’s account. The value of the tuition waiver may also be withheld from the employee’s paychecks or charged to the student’s account if the employee terminates employment or employee FTE is reduced to below ¾ time during the academic term.

Employee’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Official Use Only

Human Resources Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Printed Name Telephone Date

Financial Aid Office: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Printed Name Telephone Date

# Montana University System Dependent Partial Tuition Waiver

# Instructions and Important Notes

The Montana Board of Regents has authorized the University of Montana to grant tuition waivers to employees’ dependents under certain conditions. An employee may qualify if they meet the conditions of the Board Policy and the University of Montana requirements, which include:

Qualifications & Eligibility

* Employees must be employed at least ¾ time for 120 calendar days (e.g., four months) before being eligible for a dependent tuition waiver benefit.
* Eligibility begins at the start of the first full academic semester or summer session that follows the 120-day waiting period.
* Up to two dependents may utilize the dependent tuition waiver simultaneously in an academic term. Employees who utilize the faculty/staff waiver are eligible for a single (one) dependent waiver during the same academic term.
* Employees must be employed at least ¾ time during the entire academic term (e.g., semester or summer session) in which a dependent utilizes the waiver to receive the benefit of the waiver.
* A dependent includes the employee’s spouse or adult dependent, as defined in the MUS Employee Benefits Plan, and financially dependent children as defined by the Internal Revenue Code who are unmarried and under age 25.

Important Reminders

* Employee’s dependents using this tuition waiver must be formally admitted to UM and register for any coursework; completing this application does not register you for course work.
* If an employee leaves employment at any time during the semester that the tuition waiver is being used, the employee/student may be required to pay the entire waived amount back to the University of Montana.
* A new application must be approved and submitted to HRS for every semester an employee/student is using this tuition waiver.

Submission Process

1. Please submit the application a minimum of two weeks prior to the beginning of the semester in which this waiver will be used.
2. Ways to submit completed application (including all approval signatures) to Human Resource Services:

**Deliver** to Human Resource Services in Lommasson 252.

**Email** using Word or PDF formatted document to: [ASKHR@mso.umt.edu](mailto:ASKHR@mso.umt.edu)

**Fax** using 406-243-6095

1. Human Resource Services will forward the application to the Financial Aid office for further processing after review and approval.

**For MUS Employees NOT Employed by UM, but whose student/dependent will attend UM**:

1. Complete application with required signatures.
2. Submit this form to **your** campus Human Resource Services office to confirm your eligibility according to Board of Regents policy. They will complete the HRS section at the bottom of the application.
3. Once eligibility has been confirmed, your application should be sent to UM’s Financial Aid office.

If you have questions, please email [ASKHR@mso.umt.edu](mailto:ASKHR@mso.umt.edu)

[Human Resource Services](https://www.umt.edu/human-resources/)**|** 32 Campus Drive, Lommasson 252 | University of Montana | Missoula, MT  59812 | 406-243-6766