

EMPLOYEE AND DEPENDENT SCHOLARSHIP PROGRAM

Pursuant to Section 3.7 of the Bylaws of the Board of Regents of the University of Nebraska, the following regulations shall apply to an Employee Scholarship Program:

Employee Scholarship Program

A. Eligibility:

1. All full-time (1.00 F.T.E.) regular employees of the University are eligible to apply.
2. All retired employees of the University who have met the normal retirement regulations are eligible to apply.
3. Employees must be admitted students of the University and must have met all normal academic requirements for the courses taken.
4. The Employee Scholarship Program is not available to employees on leave of absence without pay.
5. The Employee Scholarship Program is not available to employees whose anticipated employment period is less than six months.

B. Financial:

1. The granting of Employee Scholarships is subject to openings in the specific classes in which the employee intends to enroll. If the reduction or withdrawal of this privilege, however, is necessitated by the lack of funds, such reduction or withdrawal shall apply to all classes of employees on a University-wide basis and timely notice of this action shall be provided to all employees.
2. The Employee Scholarship Program applies only to academic credit courses being offered at any unit of the University of Nebraska. These courses may be taken for credit or audit.
3. The University of Nebraska Employee Scholarship Program shall allow tuition equal to the University's residency-tuition-charge-per-semester credit hour.
4. Employees whose applications have been approved pay all normal admission and matriculation fees including lab fees and course fees, but not UPFF fees. Employees shall also pay all usual course-related costs such as books and supplies.

5. The Employee Scholarship Program is limited to not more than fifteen (15) credit hours in any 12-month period (September-August) and is restricted to no more than six (6) credit hours per semester.

6. Employees eligible for scholarship plans through other governmental programs are expected to avail themselves of these programs prior to applying for the University of Nebraska Employee Scholarship Program. If the employee's tuition costs are not entirely covered by the other government programs, the University of Nebraska Employee Scholarship Program shall allow for the difference up to the maximum established herein.

7. Employees will be billed for their tuition if they resign from University employment and the effective date of resignation occurs during the first thirty (30) days after classes have commenced.

C. Class Attendance:

1. Normally, employees taking advantage of the Employee Scholarship Program will enroll in classes held during non-working hours.

2. If the course(s) is (are) not scheduled during non-working hours, the employee's hours may be rearranged, with the appropriate approvals, to accommodate enrollment.

Dependent Scholarship Program

Pursuant to Section 3.7 of the Bylaws of the Board of Regents of the University of Nebraska, all University of Nebraska employees who meet the eligibility conditions noted under "Eligibility" under "Employee Scholarship Program" may elect to transfer all or part of their employee scholarship benefit to their spouse or to their dependent children. The following parameters shall apply to the dependent scholarship program.

A. Definitions

1. Spouse: Employee's husband or wife, as recognized under the laws of the State of Nebraska

2. Dependent Children: Employee's natural born or legally adopted children, or stepchild, or ward of an employee who (i) is unmarried and under 24 years of age, and (ii) is chiefly dependent on the employee for support who is living in the employee's home and is chiefly dependent on the employee for support (claimed as a dependent for tax purposes).

B. Eligibility for Dependent Scholarship Program

1. All Regular full-time (1.00 F.T.E.) employees of the University who meet the employment eligibility requirements of the Employee Scholarship Program may transfer up to a total of fifteen (15) credit hours per year (August through July) to their spouse or to any dependent child at tuition equal to the University's resident tuition charge per semester credit hour at the campus of attendance.
2. The Dependent Scholarship Program is only available to an employee's spouse or any dependent children who are admitted students of a University of Nebraska campus and who have met all normal academic requirements for the course(s) taken. Full-time student enrollment status is required for a dependent child to be eligible, but not for a spouse. An affidavit will be required to document the status of dependent children. The University reserves the right to request copies of tax returns and or other supporting documentation.
3. All retired employees of the University who have met the normal retirement regulations may apply the dependent scholarship program to their spouse or to their eligible dependent children.

C. Dependent Scholarship Program Terms and Conditions

1. The Dependent Scholarship Program will be limited to undergraduate academic credit courses at any campus of the University of Nebraska.
2. Dependents whose applications have been approved shall pay all normal admission and matriculation fees including lab fees, course fees and UPFF fees, and all usual course-related costs such as books and supplies.
3. The maximum total number of credit hours that may be transferred by an employee to one or more dependents will be the equivalent of fifteen (15) semester credit hours in any 12-month period (August through July) and is restricted to no more than nine (9) credit hours per semester.
4. Dependents eligible for scholarship plans through other programs are expected to avail themselves of these programs prior to applying for the University of Nebraska Dependent Scholarship Program. If the dependent's tuition costs are not entirely covered by the other programs, the University of Nebraska Dependent Scholarship Program shall allow for the difference up to the maximum established herein.
5. Employees will be billed for dependent's tuition if they resign from University employment and the effective date of resignation occurs during the first thirty (30) days after classes have commenced. Employees must be in pay status as a regular employee on the first day of classes to be eligible for the Employee/Dependent Scholarship Program. Employees on an unpaid leave of absence are not eligible.

Employees separating or changing employment status to less than full time within 30 calendar days after the beginning of class lose eligibility and will be billed for the full tuition.

6. The Employee and Dependent Scholarship Program will pay resident tuition for a maximum of 15 credit hours during a 12-month period (August through July). If the student has not established Nebraska residency through the Admissions Office, he or she will be billed for the difference in resident and non-resident tuition.

7. Non-attendance at a class does not constitute an official drop. The student must process a drop/withdrawal request.

8. In order for dependent children of University of Nebraska employees to be eligible for the Employee and Dependent Scholarship Program for the summer session, dependents must have been a full-time student of the University of Nebraska in the preceding Spring as well as full-time during the summer.

Refund & Credit Rules for Class Dropped

To verify the exact drop dates for the refund schedule please contact the Registration and Records Office.

A. Classes dropped within the 100% refund period:

1. If the student goes through official drop procedures within the 100% refund period and as a result no longer meets the Employee and Dependent Scholarship requirements of a full-time student, the student will be billed for the full tuition of the remaining courses. The student's scholarship hours will be eligible for re-use that academic year. Employees must notify Human Resources when dropping a course in order to be credited.

[Example: A student is taking 12 credit hours; 6 are scholarship credit hours (free) and 6 are full tuition. If the student drops 1 class or 3 credit hours, the student is no longer a full-time student, so full tuition will be billed for all 9 hours and the 6 scholarship credits are returned for 43-use that academic year.]

2. If the student goes through official drop procedures within seven days after classes start and remains a full-time student, the student receives 100% of his or her tuition dollars but does not receive scholarship hours credited for re-use.

[Example: A student is taking 18 credit hours; 6 are scholarship credit hours (free) and 12 are full tuition. If the student drops two classes or 6 credit hours, the student remains a full-time student, so full tuition will be billed for 6 hours and the other 6 are scholarship credit hours. The student is refunded the tuition dollars for the two classes dropped.]

B. 75% refund period, 50% refund period, and 25% refund period:

If students follow official drop procedures within the 75%, 50% or 25% refund period, the same rules apply as above in the 100% refund period except the tuition dollar refund is 75%, 50% or 25% depending on the official drop date.

C. After the fourth week of classes:

Students are not eligible for a refund on tuition, after the fourth week of classes; however, if they follow the official drop procedures and as a result no longer meet the requirements as a full-time student, they will not forfeit the employee/dependent scholarship and will not be billed the full tuition for the hours covered by the scholarship credit.

[Example: A student is taking 12 credit hours; 6 are scholarship credit hours (free) and 6 are full tuition. If the student drops one class or 3 credit hours, the student is no longer a full-time student; but because the student has paid full tuition for 12 credit hours, the student will not be billed for the 6 employee/dependent scholarship credits.]

Note: Summer session courses and mini-courses follow a pro-rated schedule for refund dates.

Click on the link below to begin to allocate your employee scholarship hours.

<http://ess.nebraska.edu/>

Questions regarding the Employee/Dependent Scholarship Program can be emailed to tuitionremission@unomaha.edu