**Frequently Asked Questions - Employee & Dependent Scholarship**

**First time user or have a question? First check our list of FAQs.**

*Updated: November, 2022*

**Questions about using the system**

[My spouse/dependent in MavLink (NeSIS) states ‘unable to allocate (No NUID)’. What does that mean?](https://ffnews.nebraska.edu/Firefly/faq_scholarship.html#norecord)
[My dependent has not yet been admitted/enrolled. Can I still allocate the credits?](https://ffnews.nebraska.edu/Firefly/faq_scholarship.html#notadmitted)
[What is the maximum number of credits I can allocate?](https://ffnews.nebraska.edu/Firefly/faq_scholarship.html#max)
[I allocated more credit hours than I registered for. Will I lose these hours?](https://ffnews.nebraska.edu/Firefly/faq_scholarship.html#more)
[What is the deadline to allocate, adjust, or drop Scholarship credits for a term?](https://ffnews.nebraska.edu/Firefly/faq_scholarship.html#deadline)
[When does the Scholarship credits (15 credits) - Summer or Fall?](https://ffnews.nebraska.edu/Firefly/faq_scholarship.html#hoursreset)
[I've allocated credits for a term. What happens next?](https://ffnews.nebraska.edu/Firefly/faq_scholarship.html#next)
[How secure is this site?](https://ffnews.nebraska.edu/Firefly/faq_scholarship.html#secure)
[I need further assistance. Who do I contact?](https://ffnews.nebraska.edu/Firefly/faq_scholarship.html#further)

**Questions about my information**

[My spouse or dependent information is not available in Firefly to allocate credits, what do I do?](https://ffnews.nebraska.edu/Firefly/faq_scholarship.html#contact) [I've corrected my information through Human Resources, but it has not yet been updated on the web site. What do I do now?](https://ffnews.nebraska.edu/Firefly/faq_scholarship.html#notcovered)

**Questions about the Employee/Dependent Scholarship Program**

[Who qualifies for the Employee and Dependent Scholarship Program?](https://ffnews.nebraska.edu/Firefly/faq_scholarship.html#who)
[What costs are covered?](https://ffnews.nebraska.edu/Firefly/faq_scholarship.html#costs)
[Is there a tax liability for using this benefit?](https://ffnews.nebraska.edu/Firefly/faq_scholarship.html#tax)
[What courses will the scholarship cover?](https://ffnews.nebraska.edu/Firefly/faq_scholarship.html#courses)
[What about other scholarships and financial aid?](https://ffnews.nebraska.edu/Firefly/faq_scholarship.html#scholar)
[What if both spouses are employed at the University?](https://ffnews.nebraska.edu/Firefly/faq_scholarship.html#spouses)
[Do employees, spouses and dependents have to attend the employee's home campus?](https://ffnews.nebraska.edu/Firefly/faq_scholarship.html#campus)
[What if I enroll for a class that interferes with my work schedule?](https://ffnews.nebraska.edu/Firefly/faq_scholarship.html#work)
[Where can I find the approved policy for the Employee and Dependent Scholarship Program?](https://ffnews.nebraska.edu/Firefly/faq_scholarship.html#policy)

[Are there different guidelines for signing up for summer session classes than the academic school year?](https://ffnews.nebraska.edu/Firefly/faq_scholarship.html#summer)
[What are some of the limitations of the Employee and Dependent Scholarship Program?](https://ffnews.nebraska.edu/Firefly/faq_scholarship.html#limits)
[What are the refund and credit rules for dropped classes?](https://ffnews.nebraska.edu/Firefly/faq_scholarship.html#refund)

If classes are dropped, what happens in relation to Tuition costs and/or Scholarship Credits?

Do audited classes qualify for the Employee and Dependent Scholarship Program?

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**My spouse/dependent in MavLink (NeSIS) states ‘unable to allocate (No NUID)’. What does that mean?**

This could mean one of two things:

1. They have not applied for admissions at the NU institution they are planning on attending. The application submission process & contacts are outlined on each campus website.
Once an application is submitted, you will receive the NUID within a week of the application.
2. There is a mis-match on their SSN and/or birthdate between SAP (HR System) and NeSIS (Student Information System).
Contact your Campus Human Resources office to update the information.

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**My dependent has not yet been admitted/enrolled. Can I still allocate the credits?**

No. Your eligible dependent must have applied for admissions at the NU institution he/she is attending classes. Upon receipt of the dependent’s NUID, you can allocate credits to your dependent via Firefly. Please keep in mind that if you do so and your dependent is not admitted or decides not to attend, it is your responsibility to remove those previously allocated credits within Firefly.

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**What is the maximum number of credits I can allocate?**

You can allocate a maximum total of 15 credit hours per academic year (August through July, beginning with the Fall Semester) to yourself, your spouse, and eligible dependents. Employees are limited to no more than six credit hours per term (unless manager approval is provided) and each dependent is limited to no more than nine credit hours per term.

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**I allocated more credit hours than I registered for. Will I lose these hours?**

It is your responsibility to maintain the number of credit hours you wish to allocate within Firefly. If you allocate more credit hours than you use, you will need to update the allocation via Firefly (as well as drop the class via MavLink). Additionally, please review the FAQ question “If classes are dropped, what happens in relation to Tuition costs and/or Scholarship Credits?”

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**What is the deadline to allocate, adjust, or drop Scholarship credits for a term?**

You can allocate/adjust/drop Scholarship credits via Firefly approximately 4 months prior to the semester start, up through the last day (final exams) of that semester, as denoted on the Campus Academic Calendar. Additionally, please review the FAQ question “If classes are dropped, what happens in relation to Tuition costs and/or Scholarship Credits?”

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**When does the Scholarship credits (15 hours) reset - Summer or Fall?**

The Scholarship credits reset with the new academic year, Fall semester.

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**I've allocated credits for a term. What happens next?**

The number of credit hours that you allocated will be sent to the campus indicated. If you or your dependent meet the eligibility requirements, terms and conditions, then the tuition remission credit will be reflected, in approximately one month, on the student account for that campus. For more information on the eligibility requirements, terms and conditions of the program, [click here](https://nebraska.edu/-/media/unca/docs/offices-and-policies/policies/board-governing-documents/board-of-regents-policies.pdf#page=61).

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 **How secure is this site?**

This site runs on a secure server, which means the information being passed is encrypted. In addition to this, no SSNs are displayed on any of the pages.

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 **I need further assistance. Who do I contact?**

You should contact the Human Resources Department for your home campus:

|  |  |  |
| --- | --- | --- |
| University of Nebraska-Lincoln | 407 Canfield Administration Building | (402) 472-3101 |
| University of Nebraska at Kearney | 1200 Warner Hall | (308) 865-8888 |
| University of Nebraska Medical Center | 2015 Administration Center | (402) 559-4391 or (402) 559-4216 |
| University of Nebraska Omaha | 205 Eppley Administration Building | 402.554.3660 or402.554.3449 |
| University of Nebraska Central Administration | 217 Varner Hall | (402) 472-5258 |

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**My spouse or dependent information is not available in Firefly to allocate credits to, what do I do?**

This information is based on human resource records. If your spouse/dependents are covered by the University's health care benefit, the information will automatically be displayed. If a retiree, please contact your Campus HR Benefits office. If the information is not on record, or is not complete (no birthdate or social security number), then you will need to contact your campus Benefits Department to update your dependent information via a Dependent Information Request Form.

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**I've corrected my information through Human Resources, but it has not yet been updated In Firefly. What do I do now?**

If it has been over twenty-four hours since HR has made the change, please contact your campus HR Benefits office as well as Business Systems Technology to coordinate on the issue and remedy.

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**Who qualifies for the Employee and Dependent Scholarship Program?**

Regular full-time employees (1.00 FTE), meeting academic requirements for the courses taken, and those with anticipated employment over 6 months (and not on a leave of absence without pay), are eligible for the program; a regular full-time employee's spouse as recognized by the laws of the State of Nebraska; and any dependent that is a naturally born child, legally adopted child, stepchild, or ward of an employee who a) is unmarried and under 24 years of age, and b) is chiefly dependent on the employee for support (claimed as a dependent for tax purposes). Also, an eligible dependent must be registered as a full-time student. (Documentation may be required to verify dependent status.) A spouse does not need to be a full-time student to qualify for this benefit. Retirees, spouses, and eligible dependents, are also eligible for the benefit. Regular fulltime employees are normally restricted to no more than (6) credit hours per semester. Spouses or eligible dependents are restricted to no more than (9) credit hours per semester.

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**What costs are covered?**

As stated in the Board of Regents Policy, the University of Nebraska Employee Scholarship Program will provide tuition equal to the University's resident tuition charge per semester credit hour. However, it is possible that an employee, or spouse, or dependent may be admitted to the University as a nonresident for tuition purposes. If so, they should contact the Admissions Office of the campus they are admitted to, requesting a residency application form, by the first day of classes. Otherwise they will be assessed nonresident tuition but the scholarship program will only provide credit for the resident portion of tuition and they will be liable for payment of the difference.

The only fee that is waived is the University Program and Facilities Fee (UPFF) and it is waived only for the employee. Spouses and dependents are required to pay all fees associated with enrollment. Employees, spouses, and eligible dependents are responsible for fees and course-related costs such as books and supplies.

To see a list of fees, please visit the link below for the campus the student is attending:

[University of Nebraska at Kearney](http://www.unk.edu/admissions/cost_information.php)
[University of Nebraska - Lincoln](http://stuaccts.unl.edu/)
[University of Nebraska Medical Center](http://www.unmc.edu/financialaid)
[University of Nebraska Omaha](https://www.unomaha.edu/accounting-services/cashiering-and-student-accounts/index.php)

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 **Is there a tax liability for using this benefit?**

As of January 1, 2002, no classes, albeit undergraduate or graduate, can be considered taxable income.

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 **What courses will the scholarship cover?**

The scholarship program may be applied for all undergraduate and graduate courses for which the employee enrolls. However, coverage for the spouse and eligible dependents is limited to undergraduate courses, and the eligible dependents must meet full-time enrollment status.

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 **What about other scholarships and financial aid?**

Like other scholarships and financial aid, the program is to help assist people with the cost of tuition. If an employee, spouse, or eligible dependent were to receive a scholarship that covers the entire cost of tuition, then the University’s Employee and Dependent Scholarship Program may not be needed. However, if an employee, spouse, or eligible dependent were to receive a scholarship that only covered a portion of tuition, the University’s Employee and Dependent Scholarship Program would pay the difference (up to the 15 credit hours allocated per Academic Year). Housing costs, fees, and books, are not covered. Contact the Financial Aid Office of the attending institution for further information.

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 **What if both spouses are employed at the University?**

If both spouses are full-time employees at the University, they may both utilize or transfer their allotted 15 credit hours per academic year to their eligible dependent(s) for a total of 30 credit hours per academic year.

Starting with the spring 2003 semester, when both parents are full-time employees of the University, each parent may transfer to an eligible dependent (enrolled as a full-time student) up to nine (9) credit hours in any one semester, not to exceed fifteen (15) credit hours per parent per year (August through July).

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 **Do employees, spouses, and dependents have to attend the employee's home campus?**

No, an employee, spouse, and/or eligible dependent can attend any campus of the University of Nebraska.

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**What if I enroll for a class that interferes with my work schedule?**

Normally, employees taking advantage of the Scholarship Program will enroll in classes held during non-working hours. You will need to receive permission from your supervisor to take classes during your work time. Time taken off to attend classes can be taken as vacation leave or with supervisory approval, your work schedule can be rearranged.

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 **Where can I find the approved policy for the Employee and Dependent Scholarship Program?**

You can find the approved policy at [https://nebraska.edu/-/media/unca/docs/offices-and-policies/policies/board-governing-documents/board-of-regents-policies.pdf](https://nebraska.edu/-/media/unca/docs/offices-and-policies/policies/board-governing-documents/board-of-regents-policies.pdf#page=61)

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**Are there different guidelines for signing up for summer session classes than the academic school year?**

In order for eligible dependents to use the Employee and Dependent Scholarship Program for summer sessions, they must have been enrolled full time in the University of Nebraska system in the preceding spring semester.

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 **What are some of the limitations of the Employee and Dependent Scholarship Program?**

Employees must be in pay status as a regular 1.0 FTE 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 (including summer) lose eligibility in the Scholarship Program, and will be billed for the full tuition. Employees separating 31 days or more after the beginning of the class, no scholarship tuition repayment is required. Please notify your HR Benefits office is separation occurs while enrolled in classes, HR Benefits will then coordinate with Business Systems Technology to ensure the scholarship credits (if beyond 31 days of the class starting), to ensure the scholarship credits remain applied to the student account.

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 you have not established Nebraska residency through the Admissions Office, you will be billed for the difference in resident and non-resident tuition.

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

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 **What are the refund and credit rules for dropped classes?**

To verify the exact drop dates for the refund schedule, please login to the Cashiering Student Accounts link: <https://www.unomaha.edu/accounting-services/cashiering-and-student-accounts/tuition-fees-and-refunds/tuition-refund-schedule.php>.

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**If classes are dropped, what happens in relation to Tuition costs and/or Scholarship Credits?**

Employees, spouses, or eligible dependents should refer to the Cashiering Student Accounts link: <https://www.unomaha.edu/accounting-services/cashiering-and-student-accounts/tuition-fees-and-refunds/tuition-refund-schedule.php>.

**If dropped within the 100% refund period:**

**If an employee and/or spouse** goes through the official drop procedures (within MavLink) *within* the 100% refund period (tuition & fees only would be refunded). The allocated scholarship hours will be eligible for re-use that academic year (the employee would adjust the credit hours used via Firefly).

**If dropped after the 100% refund period:**

**If an employee and/or spouse** goes through the official drop procedures (within MavLink) of classes dropped *after* the 100**%** refund period, the applicable percent of tuition is refunded (per the Student Accounts – Tuition Refund Schedule <https://www.unomaha.edu/accounting-services/cashiering-and-student-accounts/tuition-fees-and-refunds/tuition-refund-schedule.php>). The applicable refund would be the partial tuition only (no fees are reimbursed), & the allocated scholarship hours would be applied to the portion of tuition owed..

**One exception: If the dropped classes are for eligible dependent children**, & you go through official drop procedures within the various Tuition Refund Schedule (of 100%, 75%, 50%, or 25%) AND as a result, the dependent child no longer meets the Employee and Dependent Scholarship requirements of a full-time student, you will be billed for the tuition of the enrolled classes (100%) AND the dropped courses (at the refund % defined in the Student Accounts – Tuition Refund Schedule).Employees must edit the amount of tuition scholarship hours not utilized directly via Firefly.

**After the fourth week of classes:**

Students (employees, spouses, or eligible dependents) are not eligible for a refund on their tuition (including fees) after the fourth week of classes, and would also forfeit the scholarship credits allocated to the dropped course(s). However, the already allocated Scholarship credits (for the dropped course(s)) would remain as allocated & applied to the student account.

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**Do audited classes qualify for the Employee and Dependent Scholarship Program?**

Yes, the Employee Scholarship Program applied to academic credit courses being offered at any unit of the University of Nebraska. These courses may be taken for credit or audit.

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