

Affidavit of Dependent Relationship**Purpose**

The definition of "Dependent" shall mean an employee's spouse or other dependents as defined in Section 152 of the Internal Revenue Code. "Spouse" shall mean an individual to whom an employee is married. The initial formation of a marriage shall be determined in accordance with Section 143 of the Internal Revenue Code of 1954, as amended. Dependents and spouses who are also employees with a .50 or greater FTE are not eligible for the dependent tuition grant as a dependent. These employees will be required to use the Employee Tuition Grant and its provisions. By presenting and signing this Affidavit, the Employee attests that the below named individual is his/her dependent under the guidelines set forth above.

Attestation

We, the Employee and the Dependent (as hereinafter identified), certify and attest under penalty of perjury that the following is true and correct:

- The Dependent student or Spouse listed below meets the IRS policy tests for dependent status as described above and will be claimed as a dependent for (calendar year) _____.
- The grant is available to eligible dependent children up to the age of 25 as long as Satisfactory Academic Progress is being made. For dependent children, we attest that the child is under the age of 25. For further information about Satisfactory Academic Progress, go to <http://www.unco.edu/OFA/forms/docs> and download the appropriate class.
- We understand that if the Spouse is an employee of the University of Northern Colorado and is full-time (.50 or greater) that he/she is not considered a dependent and must use the Employee Tuition Grant.

I have executed this Affidavit on this _____ day of _____, 20__.

Employee's Name (Print)

Employee's Signature

BEAR ID Number

Dependent's Name (Print)

Dependent's Signature

BEAR ID Number

To be completed by Human Resources representative
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Affidavit Received by: _____

For Academic Year _____

Dependent Tuition Grant Request attached? Yes No

UNC HRS Signature

Date

Purpose

The following provides information regarding the issuance of Tuition Grants for dependents of UNC employees as updated and effective January 1, 2011. The grants are expressly contingent upon funds for that purpose being appropriated, budgeted, and otherwise made available by the State of Colorado and the UNC Board of Trustees (BOT). The BOT may alter or delete this benefit at their discretion at any time. Refer to the UNC Board Policies for full details.

Acknowledgement

- We have read the corresponding policy and procedures regarding the Dependent Tuition Grants.
- Employees must be assigned to a position of at least .50 FTE or greater to be entitled to and eligible for dependent tuition grants.
- The grant is available to eligible dependent children up to the age of 25 and spouses as long as Satisfactory Academic Progress is being made. For further information about Satisfactory Academic Progress, go to <http://www.unco.edu/OFA/forms/docs> and download the appropriate class.
- Dependents of UNC full-time employees are entitled to receive a grant in the amount of the cost of in-state tuition for purpose of enrolling in and attending courses at UNC. Students must be enrolled and accepted for the course. The grant will be paid directly to UNC for each course and payment will not be credited to the student's account until after the Add/Drop date of each semester. All fees other than the tuition are due as scheduled.
- The dependent tuition grant requests should be received by Human Resources by the 1st day of classes. If the request is not received by that date, a late fee will be assessed and must be paid by the student or parent or a hold will be placed on the student's account. Requests after the Add/Drop date may be denied.
- Undergraduate students must apply and be accepted for the College Opportunity Fund (COF) to receive all eligible benefits due them under the grant. The amount of the COF stipend reduces the amount of the Tuition Grant; therefore, if the student does not request the COF, the student is responsible paying the COF amount that would have been credited. Out-of-state residency fees and any fees not covered by the grant are the responsibility of the employee/dependent to pay. Undergraduate students must reauthorize the COF during the registration process.
- The UNC Tuition Grant is applied after all other forms of scholarships and grants are received, and the tuition grant amount will be reduced by those scholarships and grants.
- If there is a credit on the student's account after the payment of the tuition grant, a refund will be issued to the student.
- In order for a dependent to qualify for the tuition grant, the employee must be continuously employed at UNC during the entirety of the academic term for which the grant is made. Dependents are eligible for a tuition grant for any academic terms beginning after the employee's first day of employment with UNC. Employees terminating their employment with UNC prior to the completion of a course for which a tuition grant has been allowed for any of their dependents shall be obligated to reimburse the University for a percentage of the tuition.
- Dependents of part-time employees (.50 FTE up to 1.0 FTE) shall be entitled to receive a percentage of a tuition grant, up to the percentage of full-time equivalency which is assigned to the employee's position.
- Benefits under this are not transferable. Graduate tuition grants may be subject to tax withholding.
- Employees must submit the appropriate affidavit attesting the dependent's eligibility and the following Dependent Tuition Grant Request form.
- Only one Affidavit and Tuition Grant Request form is required per academic year for the Summer, Fall, and Spring semesters. The Academic year for the grants starts each Summer semester and runs through the following Spring semester. Students who choose to take Interim session classes must complete an additional Tuition Grant Request for that session.

(Signature Page To Follow)

Dependent Tuition Grant Request

Employee Name (print): _____

Employee BEAR # _____

Dependent Name (print): _____

Dependent BEAR # _____

Dependent Date of Birth: _____

Dependent is: Dependent Child Spouse Domestic Partner

Academic School Year: _____

Program Level: Undergraduate Graduate

Semesters: Only one Affidavit must be completed for Summer, Fall, & Spring semesters. Check semesters attending:

Summer Fall Spring

INTERIM Session - A separate request form must be submitted for Interim Sessions.

Interim Sessions Dates: _____

By signing below, we, the Employee and the Dependent (as listed above), acknowledge that we understand the above information and guidelines listed on page 1 of this form for receiving Dependent Tuition Grant and have attached the appropriate Relationship Affidavit.

Employee's Name (Print)

Employee's Signature

Date

Dependent's Name (Print)

Dependent's Signature

Date

To be completed by Human Resources representative

Received by: _____

Affidavit attached? Yes No

Employee FTE _____

Employee Hire Date _____

Employee Type: Faculty Administrative Exempt Classified

Number of Credits Approved _____

Copy provided to employee _____

UNC HRS Signature

Date