

Marshall University
Employee Tuition Assistance Benefit Application for Dependent Undergraduate Child

Purpose: To allow students who are dependent children of Marshall University employees to obtain a college degree at the University at a significantly reduced cost to the student and the student's family. The Employee Tuition Assistance Program will provide a tuition remission benefit to all qualified dependent children of eligible University employees.

Instructions:

1. Employee will complete the Employee Tuition Assistance Benefit Application for Dependent Undergraduate Child (EUTAP) once each academic year which will cover the fall/spring semesters. (Summer procedures will be covered below.)
2. Submit form to MU Human Resources Services (HRS), Old Main, Room 207 or fax to 304.696.6844 so that Employment and Dependent can be verified.
3. This benefit is for Marshall University Employees only. It does not cover Foundation, MURC, or MU Health employees.
4. This benefit is for dependent children and does not cover spouses.
5. Upon Verification by HRS, the Office of Student Financial Assistance will process the award and notify the student of his or her eligibility for the tuition benefit via myMU.
6. Awards will not be made until after tuition and fees have been approved by the Board of Governors and if required, by WVHEPC. This typically occurs early July. Approval for fall will automatically be awarded for spring.
7. The waiver amount of the award is the amount of Educational and General (E&G) Tuition and System Capital fees at the WV resident rate. Non-resident and metro students, the value of the tuition assistance benefit will be no more than the amount of the two combined fees for resident students.
8. If a student is receiving PROMISE, other Institutional scholarships, or tuition-based awards, the EUTAP amount may be reduced.
9. If the student is living on campus, he or she could receive an alternative benefit to assist with other fees and room and board, but shall not be more than the amount of the benefit normally received under this program.
10. It is the employee's responsibility to notify HRS and Office of Student Financial Assistance if employment with Marshall University ceases. If separation from employment occurs after the semester has begun, it does not affect the tuition benefit for the current semester.
11. This form only needs to be completed and submitted prior to the first term of each academic year. A form for spring and summer will only need to be submitted if that will be the first term to be awarded.
12. If application was verified by HR for fall/spring semesters, summer requests will be processed through the Summer Aid Request process at www.marshall.edu/summeraid. The student will need to log onto his or her myMU account to complete the summer questionnaire. All questions must be answered, but Question 9 pertains to EUTAP.
13. Student must be admitted as a degree-seeking, full-time undergraduate student.
14. Student must maintain a 2.0 GPA and maintain Satisfactory Academic Progress. The SAP policy is available at www.marshall.edu/fasap.
15. Student cannot be on academic or social probation.
16. A student may not participate in the program after four years have elapsed following the student's first participation in the program
17. In the event of an employee's retirement, total disability, or death after completion of at least ten (10) years of University service, the employee's dependent(s) will retain initial eligibility for the tuition benefit for a period of five (5) years after the event.
18. Should the application for this benefit be denied, the student or Marshall employee has the right to appeal to the University Scholarship Appeals Committee within 30 days of notice of the decision.

Please refer to Marshall University Board of Governors Policy No. AA-42 located at http://www.marshall.edu/board/files/MUBOG-AA-42-Employee-Dependent-Undergraduate-Tuition-Assistance-Program_Final.pdf for all the rules governing this program.

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Employee’s Statement of Eligibility:

I certify that the student referenced below is my dependent child and not over the age of 25. I understand that if the student ceases to be my legal dependent while receiving this tuition benefit, I will inform the Department of Human Resources and the Office of Student Financial Assistance. I understand that if the student ceases to qualify or if my employment with Marshall University ceases, this tuition benefit terminates. However, should separation from employment occur after the semester has begun it does not affect the tuition benefit for the current semester. Upon separation I will notify the Financial Aid Office.

Employee’s Name	Employee’s MU ID	Start Date of Employment	
Mailing Address Street	State	Zip	Phone No.
Employee Signature		Date Submitted	

Student Dependent’s Name: _____ **MUID:** _____
Student’s Date of Birth: _____
 Fall 2019 _____ Spring 2020 _____ Housing: Living on campus _____ Living off campus _____
 Summer 2020 _____
 *Summer will be processed thru the Summer Aid Request at www.marshall.edu/summeraid.

This form only needs to be completed and submitted prior to the first term of enrollment each academic year. A form for the spring or summer semester(s) needs to be submitted if student did not attend in the fall. To make a Summer Aid Request, student must visit www.marshall.edu/summeraid and submit an online Summer Aid Request via myMU.

Semester/Term	Deadline to Meet Billing Due Date	Final Deadline
Fall	July 15, 2019	September 15, 2019
Spring	December 1, 2019	January 31, 2020
Summer	May 1, 2020	May 31, 2020

If an application is submitted after the Deadline to Meet Billing Due Date, it will be the student’s responsibility to pay all fees due for the semester/term by the established fee payment deadline. Applications received after the Final Deadline will be denied. The program does not provide benefits retroactively for past semesters.

HR Verification: Signature: _____	Date: _____
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Fin Aid Office Use:
