

NEW EMPLOYEE ORIENTATION – EMPLOYEE & DEPENDENT SCHOLARSHIP PROGRAM

This is a summarized version of the Board of Regents policy. It is the employee's responsibility to review the website and understand the entire policy. Please refer to <http://www.nebraska.edu/docs/board/RegentPolicies.pdf> in order to view the "Terms and Conditions" section of the Employee & Dependent Scholarship Program or contact either Jim Wiegel at 402-559-4216 or Tony Huerta at 402-559-4391.

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

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 Employee Scholarship Program employment eligibility conditions may elect to transfer all or part of their employee scholarship benefit to their spouse or to their dependent children. The following provisions shall apply to the Dependent Scholarship Program:

Definitions

The following definitions shall apply to the Dependent Scholarship Program:

- Spouse shall be an employee's husband or wife, as recognized by the laws of the State of Nebraska.
- Dependent child shall mean any naturally born child, legally adopted child, 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 (claimed as a dependent for tax purposes).

Eligibility for Dependent Scholarship Program

- 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.
- The Dependent Scholarship Program is only available to an employee's spouse or any dependent child who is an admitted student of a University of Nebraska campus and who has 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.
- 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.
- The web site for allocating credits is located at <http://ess.nebraska.edu/ess/index.shtml>.
- Allocation period is opened approximately one month prior to the end of the semester in progress.

RP-3.2.6 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:

1. Eligibility for Employee Scholarship Program

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

2. Terms and Conditions

- a. 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 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.
- b. 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.
- c. The University of Nebraska Employee Scholarship Program shall provide tuition equal to the University's resident tuition charge per semester credit hour.
- d. Employees whose applications have been approved shall 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.
- e. The Employee Scholarship Program is limited to no more than fifteen (15) credit hours in any 12-month period (August through July) and is normally restricted to no more than six (6) credit hours per semester.
- f. Employees eligible for scholarship plans through other programs are expected to avail themselves of these programs prior to applying for the University of Nebraska Employee RP-46 Chapter 3. Terms and Conditions of Employment Scholarship Program. If the employee's costs are not entirely covered by the other programs, the University of Nebraska Employee Scholarship Program shall allow for the difference up to the maximum established herein.
- g. 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.

3. Class Attendance

- a. Normally, employees taking advantage of the Employee Scholarship Program will enroll in classes held during nonworking hours.
- b. If the course(s) is (are) not scheduled during nonworking 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 Employee Scholarship Program employment eligibility conditions may elect to transfer all or part of their employee scholarship benefit to their spouse or to their dependent children. The following provisions shall apply to the Dependent Scholarship Program:

1. Definitions

The following definitions shall apply to the Dependent Scholarship Program:

- a. Spouse shall be an employee's husband or wife, as recognized by the laws of the State of Nebraska.
- b. Dependent child shall mean any naturally born child, legally adopted child, 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 (claimed as a dependent for tax purposes).

2. Eligibility for Dependent Scholarship Program

- a. 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.
- b. The Dependent Scholarship Program is only available to an employee's spouse or any dependent child who is an admitted student of a University of Nebraska campus and who has 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.
- c. 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.

3. Terms and Conditions

- a. The Dependent Scholarship Program will be limited to undergraduate academic credit courses at any campus of the University of Nebraska.
Chapter 3. Terms and Conditions of Employment RP-47
- b. The Dependent Scholarship Program shall provide tuition equal to the University's resident tuition charge per semester credit hour at the campus of attendance, subject to the limitations listed in Section (e) below.

c. 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 courserelated costs such as books and supplies.

d. 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 months period (July through August) and is restricted to no more than nine (9) credit hours per semester.

e. 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.

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

Reference: BRUN, Minutes, 43, pp. 175-176 (July 28, 1979).
BRUN, Minutes, 56, p. 149 (September 6, 1991).

- BRUN, Minutes, 63, p. 157 (June 23, 2001).