

	Dependent Tuition Reduction Benefit Policy	Responsible Administrative Unit: Human Resources
	Issued: August 8, 2008 Revised: January 3, 2013	Policy Contact: Associate Vice President of Organizational Strategy krcurran@mines.edu

1.0 POLICY

Dependents of eligible employees may attend the Colorado School of Mines at a reduced tuition rate. The amount of the tuition reduction under this benefit is up to 50% of in-state tuition as defined in the procedures below. In compliance with I.R.S. rules, the benefit applies to undergraduates only.

2.0 REQUIREMENTS AND PROCEDURES

2.1 Definition of Dependent: This benefit is available to children of eligible employees (through the semester in which the dependent turns 24 who meet the I.R.S. definition of dependent). In general, this means that the dependent must be: a natural born child, legally adopted child, or step-child for whom a dependent exemption can be claimed on the employee's federal income tax. The School may request documentary proof of the dependent's status.

2.2 Amount of Benefit: Up to 50% of in-state tuition for attendance at the Colorado School of Mines, undergraduate hours only, capped at 145 hours. However, when the dependent completes the course requirements for graduation, irrespective of whether the dependent applies for graduation, the benefit ceases. Please note, the benefit will be pro-rated to the employee's percent of full time for part time eligible employees.

2.3 Full Time Status: In order to qualify for this benefit, the dependent must be enrolled as a full time student and taking course work that meets the School's definition of full time student (12 credit hours per fall or spring semester, 6 credit hours for summer session). If an otherwise eligible student falls below the full time threshold (as of the census date for the semester), the student will not be eligible for the benefit in that semester. Full time status for field session will be determined by the student's status in the immediately preceding spring semester.

2.4 Eligibility: Dependents (as defined above) of eligible employees may be eligible for this tuition reduction benefit. To be an eligible employee, the employee must be employed on the first day of the semester in a benefits eligible position and meet one of the following conditions: be an academic faculty member employed as a Teaching Assistant Professor, Teaching Associate Professor, Teaching Professor, Assistant Professor, Associate Professor, or Professor for at least a 50% assignment for the full academic year; be a classified employee, an administrative faculty, or athletics faculty member regularly employed for at least the academic year for at least a 50% assignment; or be a research faculty member employed for at least the academic year (or its equivalent length of time) with a 50% assignment and a salary equivalent to the rank of his or her appointment.

If the employee leaves CSM eligible employment during the semester, the dependent will not be eligible for the tuition reduction in subsequent semesters.

None of the above eligible groups of employees includes employees whose employment is temporary. Temporary classified employees, adjunct, affiliate, temporary administrative, temporary athletics, or temporary research faculty are not eligible for this benefit regardless of the duration of their employment or their percent of assignment. Retirees are not eligible for this benefit.

2.5 Requirement to apply for College Opportunity Fund (COF): In order to receive this benefit, dependents must apply for COF (within the deadlines established by the Registrar's Office in order to allow the Registrar's Office to determine eligibility prior to the start of the semester). The tuition benefit will be 50% of the remaining tuition after all other scholarships have been applied. In accordance with I.R.S. rules, this benefit may only be applied to tuition; it cannot be used for books, fees, housing, etc.

2.6 Standing: Dependents must satisfy the School's requirements for admission and must maintain satisfactory academic progress and standards of scholarship and conduct. Students who do not maintain satisfactory academic progress as defined by the Financial Aid Office will not be eligible for further tuition benefits until their academic standing has improved to the point at which they are meeting the satisfactory academic progress standards. Irrespective of academic standing, students who otherwise fail to remain in good standing with the School will not be eligible for the dependent tuition benefit. If the student is suspended or dismissed from school during an academic semester, the dependent tuition reduction will be removed and the full amount of tuition for that semester will be owed by the suspended or dismissed student.

2.7 Withdrawal from all classes: Students who withdraw from all classes after the end of the course add/drop period will have their benefit subject to a reduction according to the School's official refund policy.

2.8 Application: In order to be eligible, application must be made no later than the first day of the semester for which the dependent will be requesting the benefit. Late applications will not be accepted.

2.9 Coursework: Only courses that are part of the dependent's undergraduate degree program are eligible for the benefit.

2.10 Non-eligible fees: Lab fees, books, computing fees, special course fees, etc. are not eligible under this benefit.

3.0 APPEALS

Employees or students who have been determined to be ineligible for the Dependent Tuition Reduction Benefit may appeal this decision. Appeals regarding the eligibility of employees for the benefit or dependent status must be made to the Associate Vice President of Organizational Strategy. Appeals regarding student eligibility must be made to the Director of Financial Aid. Appeals must be in writing and must clearly specify the basis for the appeal. Appeals must be made within 30 days of the first day of the semester to which the decision that is being appealed applies. Appeals filed after this day will not be accepted. The decisions of the AVP-HR or the Director of Financial Aid are final.