

## **DEPENDENT CHILDREN SCHOLARSHIP PROGRAM FOR UNIVERSITY OF MICHIGAN-FLINT FACULTY AND STAFF**

### **GUIDELINES**

Dependent children of regular part-time (at least 50%) and full-time faculty and staff at the University of Michigan-Flint shall be allowed to enroll in any undergraduate course at UM-Flint for which they have the appropriate pre-requisites and receive a 50% tuition scholarship for that course under the following conditions:

Please see the application for appropriate tax documentation and deadlines for the scholarship.

1. For the purpose of this scholarship, “dependent children” is defined as “IRS-dependent children” of active faculty and staff, as well as dependent children of their spouse or other qualified adult living in the home of the faculty and staff member.
2. Eligibility is determined on a semester basis.
3. Courses covered by this program must be taken on a degree-seeking basis. Participating students must meet the established admission criteria in effect at the time of enrollment.
4. This scholarship applies to in-state tuition only. Fees and additional costs are the responsibility of the participating student. Students who have been assessed as out-of-state tuition will receive up to 50% of in-state tuition subject to all other conditions of this scholarship program. Please consider applying for in-state tuition status. For more information regarding in-state tuition please visit the website at <http://ro.umich.edu/resreg.php>.
5. The dependent children scholarship precedes all other institutional aid awarded to the participating student.
6. The dependent scholarship program applies to undergraduate credits up to the minimum number required for the first baccalaureate degree. This scholarship does not apply to credits that lead to a graduate degree. This includes combined programs such as BBA/MBA joint degrees. There is no limit to the number of credits that may be covered by this scholarship in a given semester (Fall, Winter) or term (Spring, Summer). In the event that a student changes a major and the number of credits required in the new major is greater than in the previous major, this number of credits would be covered. If the number of credits required was less, a student would not be required to “pay back” a difference in credits already taken. Confirmation of exact credits for a particular degree may be obtained at the Registrar’s Office and may be subject to change.
7. Students nearing the minimum number of credit hours to complete their degree will receive tuition scholarship funds up to the minimum number of credit hours towards their degree. This could result in partial payment of a semester.

8. Participating students shall be subject to all academic and non-academic policies governing students at UM-Flint.
9. In the event this program is discontinued, students admitted while it was in effect shall be covered by its provision until the end of the semester.
10. Eligibility for this program begins on the employee's first day of regular employment at UM-Flint.
11. The university reserves the right to revoke or not award this scholarship if a faculty or staff member's employment at UM-Flint ends prior to the first day of each semester. (Refer to the course catalog at [www.umflint.edu/catalog/](http://www.umflint.edu/catalog/) for the official first day of each semester). If the employment ends after the first day of the semester, the scholarship will continue in effect until the end of that semester.
12. In the event of death of the employee while his/her dependent is participating in this scholarship program, the dependent's participation shall continue until the end of the semester in which the passing of the employee occurred.
13. Dependent children of retired faculty and staff are not eligible for this scholarship.

Please see below for Frequently Asked Questions (FAQs) and Standard Practice Guide for criteria and policies of this program. ([www.umflint.edu/hr](http://www.umflint.edu/hr))

### **FREQUENTLY ASKED QUESTIONS**

1. **What are the deadlines for application to the scholarship?** The deadlines for submitting the application form and appropriate tax information to the Human Resources Office (213 UPAV) may be found on the application. Please refer to the application for deadlines and tax information. ***Please note: Deadlines will be strictly enforced due to review and processing time for tuition statements and budgeting.***
2. **My spouse (or other qualified adult) and I are both UM-Flint employees. Does this mean that our child would receive free tuition (½ tuition scholarship + ½ tuition scholarship = 0 tuition)?** No. This is a tuition scholarship, not an employee benefit, and a student cannot "double qualify."
3. **Does this scholarship program guarantee my child's acceptance as a student at UM-Flint?** No. The student must apply and be admitted as a degree seeking student under the same standards as any other applicant to the university.
4. **Can I apply for spring, summer, and fall 2018 semesters with one application?** Yes, you can apply with one application for spring, summer, fall and winter semesters along with the 2017 federal tax return information.
5. **Can a student "age out" of this scholarship?** Since eligibility is tied to dependent status on the federal income tax, this is a possibility. (At this writing, IRS recognized dependent status for adult children extends only through age 23.) Still, this means that most new freshmen would have six or seven years of eligibility for the scholarship. **(Check with tax director)**

6. **Since eligibility is tied to dependent status on the federal income tax, does this mean that I have to provide the university with a copy of my tax return?** Employees will be asked to verify the student as a legal IRS dependent by showing a copy of their federal tax return each new filing year to the Office of Human Resources (HR). HR will then “certify” the student as an eligible employee dependent.
7. **Does receipt of the student tuition scholarship change the amount of other financial aid available to my child?** This well may be the case, since the scholarship would reduce the amount of the student’s “need.” You may wish to consult the Office of Financial Aid for more information in your particular case.
8. **I have two (or more) dependent children. Would both be eligible?** Yes, so long as each met the eligibility requirements of the scholarship.
9. **I am an employee of UM-Ann Arbor or of UM-Dearborn. Does my child qualify for this scholarship?** No, the scholarship currently is available only to the dependent children of UM-Flint employees. However, UM-Dearborn offers a similar scholarship to its employees’ children. **(Look into this)**
10. **I am an Ann Arbor employee working on the Flint campus. Does my child qualify for the scholarship?** No. Employment is determined by whom the employee reports to, and Ann Arbor employees working in Flint currently do not qualify.
11. **What if I retire, resign or am laid off? What happens to my child’s eligibility?** Eligibility depends on employment status at the beginning of each semester. If you were to leave the university during the semester the scholarship would end after that semester. (The scholarship would not be “taken back” during a semester.)
12. **What if I am on disability? Would my child remain eligible?** Those on disability remain employees of the university and their children would remain eligible.
13. **What if I am a faculty member on retirement furlough or sabbatical? Would my child remain eligible?** Yes, a faculty member remains an employee during a retirement furlough or sabbatical.
14. **What if I am a foster parent or the legal guardian of a child? Would this child be eligible?** As long as this child meets the legal IRS definition of a dependent of the employee they would qualify.
15. **What if I take a Leave of Absence?** A leave of absence, other than layoff status, still has an active status with the University. The determination factor would be the percentage effort of your employment prior to the leave and after having at least 50% effort in each case in order for your child to be eligible for the program.
16. **What if my child drops a course? Or transfers credits from another institution? How would this affect the scholarship?** The number of all attempted credits will be monitored. Courses dropped after the add/drop tuition adjustment period will be counted in this calculation and will apply toward the maximum allowed under this scholarship. It should be noted that all students are monitored for Satisfactory Academic Progress (SAP) through the Office of Financial Aid. Students failing to make SAP will be terminated from receiving this scholarship.

Please refer to the Office of Financial aid website at [www.umflint.edu/resources/offices/financial\\_aid/](http://www.umflint.edu/resources/offices/financial_aid/) for details regarding Satisfactory Academic Progress.

17. **Could my child receive aid under this scholarship program for a course taken as a guest student at UM-Flint while enrolled at another institution?** Since the scholarship is intended for matriculated UM-Flint students, credits taken as a guest student would not qualify. A matriculated student must apply and be accepted as a degree-seeking student at UM-Flint.
18. **My child is a high school student also taking courses at UM-Flint. Are the UM-Flint courses covered by this scholarship?** A dual enrolled student (High School and UM-Flint at the same time) is not considered a degree seeking student and, therefore, not eligible for the scholarship program.
19. **What if my child transfers to UM-Flint from another institution? How many credits would be covered?** The total number of credits of scholarship available would be the minimum number of credits required for the student's degree less the number of approved transfer credits.
20. **If my child changes their major, how does that affect the scholarship?**  
It is important to remember the scholarship covers the minimum number of credits required of the degree.
- For example, Bachelor of Arts (BA)-120 hours; or Bachelor of Science (BS)-124 hours. Therefore, if the prior degree was a Bachelor of Arts with a major in English, the scholarship would cover 120 credit hours. If the student changes their degree to a Bachelor of Science with a major in Biology, the scholarship would cover 124 credit hours.

Students should be aware that changes of major late in their programs might require that they take additional courses, which may not be covered if the total credits taken exceeds the total number of credits required for the degree.

21. If the number of credits required in the new major was greater than in the previous major, this number of credits would be covered. If the number of credits required was less, that number would be covered; however, a student would not be required to "pay back" a difference in credits already taken. This latter situation would be very unlikely to occur in any case, since it would be highly unusual for a student to change majors late in his or her program. Students should be aware that changes of major late in their programs might require that they take additional courses, which would not be covered if the total credits taken exceeded the total number of credits required for the new major.
22. **When will this scholarship appear on my student's account?** The approved scholarship will be applied after the "Official 10<sup>th</sup> Day" period. The scholarship will be recognized as "Employee Dependent Child Tuition Scholarship."
23. **What happens to the student's account if the student withdraws from the semester during the 50% refund period?** An appropriate adjustment will be made to the student's account (affecting both the tuition assessed and the scholarship applied). Please refer to # 16 above.