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| The University of North Texas at Dallas Policy Manual           | Chapter 7<br>Student Affairs,<br>Education, and<br>Funding |
| <b>7.022 Employee/Retiree/Dependent Educational Scholarship</b> |  |

**Policy Statement.** The University of North Texas at Dallas (UNT) supports and encourages continuous professional development and lifelong learning by offering assistance to faculty and staff in their pursuit of higher education for themselves and their dependents.

**Application of Policy.** All Employees, Retirees, and Eligible Dependents of the University of North Texas at Dallas, UNT System components, or System Administration.

**Definitions.**

1. **Spouse.** “Spouse” means a person in a legally recognized union of two individuals in a marital relationship, including a common-law marriage as recognized by the law of the State of Texas.
2. **Dependent.** “Dependent” means the legal spouse of an employee; unmarried child under 26 years of age including the natural child of an employee; legally adopted child; a stepchild, foster child, or other child which has a legally recognized parent-child relationship with the employee; or any child, regardless of age, who lives with or whose care is provided by an employee on a regular basis if the child is physically or mentally disabled to such an extent as to be dependent on the employee for care and support.

**Procedures and Responsibilities.**

The policy covers all undergraduate and graduate-level courses at UNT, except for courses offered by the College of Law.

1. **Eligibility.**

1.1. The individual must be:

- 1.1.1. A full-time nine or twelve month faculty or staff member of UNT Dallas, a UNT System component, or System Administration who is employed on a 100% basis and who is enrolled in either the Texas Retirement System (TRS) or Optional Retirement Plan (ORP) and has completed six months of employment or,
- 1.1.2. A part-time (50% - 99%) faculty or staff member who has been employed for a minimum of five years (years do not have to be continuous) in at least a part-time regular, benefits-eligible employment at UNT Dallas, a UNT system component, or System Administration, or,

- 1.1.3. A retiree of UNT Dallas, a UNT System component, or System Administration under TRS or ORP programs.
- 1.2. Individuals who meet applicable requirements for admission in good standing to the University are eligible. Individuals who are continuing students must have a minimum 2.0 undergraduate cumulative grade point average or a 3.0 graduate (includes post-baccalaureate) cumulative grade point average to be eligible.
- 1.3. The individual must not have any delinquent or outstanding debt (e.g., returned checks, tuition, student loans, and applicable fees) with the University at the time the scholarship application is processed and the award is applied to the student's account.
- 1.4. An individual must be eligible under these criteria as of the 12th class day of the respective long session, or the 12th class day equivalent for other semesters/sessions.

## 2. Dependent Criteria.

- 2.1. The spouse/parent/guardian of the dependent must meet the eligibility requirements above (except number 1.2). In the event of the death of the Faculty/Staff/Retiree member, the dependent will remain eligible for the scholarship for two semesters following the death of the Faculty/Staff/Retiree member. All other eligibility requirements must be met as follows:
  - 2.1.1. The individual must meet the definition of a "dependent" as set forth in this policy;
  - 2.1.2. Dependents who are new or former students and who meet applicable requirements for admission in good standing to the University are eligible. Dependents who are continuing students must have a minimum 2.0 undergraduate cumulative grade point average or a 3.0 graduate (includes post-baccalaureate) cumulative grade point average to be eligible;
  - 2.1.3. A dependent must be eligible under these criteria as of the 12th class day of the respective long semester/session or the 12th class day equivalent for other semesters/sessions.

## 3. Credit Hours and Tuition.

- 3.1. Scholarship amounts will be based on the number of semester credit hours the individual is enrolled in for a semester, up to but not to exceed the maximum number of hours allowed per term. Prior to September 1, 2016, each eligible participant may take up to 18 semester credit hours per semester. After September 1, 2016, each eligible participant may take up to nine (9) semester credit hours in a traditional semester (Fall and Spring) and nine semester credit hours in summer school. The total amount of the scholarship award includes the board designated tuition for UNTD.

3.2. The scholarship does not cover statutory tuition, differential tuition (also known as additional graduate tuition), mandatory fees, or miscellaneous fees. The recipient must pay for all of these items by the designated due date each semester.

3.3. The scholarship does not apply to any tuition or fees for courses at the UNT Dallas College of Law.

3.4. There is no limit on the number of eligible family members who may take part in the program. Each eligible family member may enroll for the maximum number of semester credit hours allowed per term.

4. Application and Payment.

4.1. Applications must be submitted to the Office of Student Financial Services each semester of enrollment to be considered for eligibility.

4.2. The Faculty/Staff/Retiree/Dependent Educational Scholarship application is available online. Completed applications must be submitted to the Office of Student Financial Services prior to the 12th class day equivalent for all semester/sessions.

4.3. If awarded, the scholarship will post to the recipient's student account.

**Responsible Party.**

Office of Finance & Administration

**References and Cross-references.**

N/A

**Forms and Tools.**

Faculty/Staff/Retiree/Dependent Educational Scholarship Application

Approved: 2/19/16

Effective: 3/11/16

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