



Please feel free to contact Andrea Zaborek at the Office of Human Resources at 315-792-3458 for any questions you may have regarding this information.

Utica University offers tuition benefits for employees, spouses, dependents and domestic partners. Please review the Tuition Benefit Matrix to determine eligibility at <http://www.utica.edu/finance/hr/media/tuitionmatrix.pdf>. In order to insure timely processing, please follow the steps below for the benefit of your choice:

REMITTED TUITION BENEFITS – GRADUATE*/UNDERGRADUATE

How to apply: Complete the Remitted Tuition Request Form located at http://www.utica.edu/finance/hr/media/remitted_tuition_request.pdf. After this form has been submitted to the Office of Human Resources please contact the office to insure completion of the process **before** registering for classes.

Deadline: At least two weeks before the beginning of the semester.

Fees: Employees are reminded that they are responsible for books, fees, and additional charges.

Withdrawal: It is imperative that you notify the Office of Human Resources in the event of withdrawal at any time.

Reminder: this form must be filled out for each semester.

***Graduate Benefits:** may be subject to possible taxation.

CASH GRANT

How to apply: Complete the Cash Grant Form located at <http://www.utica.edu/finance/hr/media/Cash%20Grant.pdf>

Deadline: It is imperative that this form be completed during the semester the dependent is enrolled in school.

Fees: Not applicable.

Reminder: This form must be filled out for each semester and turned into Human Resources with an invoice from the college/university that your dependent is attending.

UC DEPENDENT SCHOLARSHIP – NEW AND RENEWAL

How to apply: Complete the form located at <http://www.utica.edu/finance/hr/media/Dependent%20Scholar%2011%2007.pdf> and submit to the Office of Human Resources.

Deadline: The forms should be submitted to the Office of Human Resources by April proceeding the fall semester.

Fees: Employees are reminded that they are responsible for books, fees, and additional charges.

Reminder: Employees should complete a FASFA form each year.

TUITION EXCHANGE, CIC– NEW

How to apply: Complete the form located at <http://www.utica.edu/finance/hr/media/TE%20for%20dependents.pdf>

Deadline: Employees are encouraged to make a personal appointment with Anne Flynn by October 1 of the dependent's senior year.

Fees: Employees are reminded that they are responsible for books, fees, and additional charges.

Reminder: This competitive benefit is not guaranteed.

TUITION EXCHANGE, CIC - RENEWALS

How to apply: As a renewal, employees are notified when renewal forms will be submitted to insure your dependent is enrolled.

Withdrawal: It is imperative that the employee contact the Office of Human Resources immediately if the dependent withdraws from the college/university.

Reminder: This competitive benefit is not guaranteed.

MOHAWK VALLEY CROSS REGISTRATION

How to apply: Contact the Office of Human Resources to complete the necessary paperwork.

Fees: Employees are reminded that they are responsible for books, fees, and additional charges.

Reminder: Enrollment in class is dependent upon enrollment capacity.