



UNITED TRIBES®  
TECHNICAL COLLEGE

OFFICE OF FINANCIAL AID

EDUCATION ASSISTANCE PROGRAM FOR SPOUSE & CHILDREN

UNITED TRIBES TECHNICAL COLLEGE

### Description

As a fringe benefit, eligible full-time employees can participate in the Education Assistance Program For Spouse & Children after one year of continuous employment. Employee's spouse or children living in the household are eligible to attend tuition free.

### Policy

An employee's spouse or children living in the household are eligible to attend tuition free. Actual tuition cost per semester will be paid but only for passing grades.

The benefit amount will be paid for the passed credits as long as the tuition is paid directly to UTTC.

Award will be posted into the Student's account after the semester has ended and grades have been posted.

Single semester short-term workforce training programs are not covered by the PDP.

If an employee leaves or is terminated for any reason during the semester, the tuition waiver will still be valid for their spouse, and/or any children living in the household for that semester only.

If a student is eligible for Federal Student Aid the Education Assistance Program for Spouse & Children becomes "Need Based" and the award cannot go beyond their financial aid budget. This keeps the school in compliance with Federal Packaging regulations.

To be eligible for this program the student must not owe the school a past-due balance from previous semesters

**Deadline:** this form must be completed and submitted to the financial aid office by 5:00pm on the last day to add/drop for the semester. Employee must have reached their one year anniversary for full-time continuous service by this date.

The Education Assistance Program will only cover one degree at each level. One certificate, one associate degree, and one Bachelor's degree.

A 'C' or above grade must be maintained in order to be eligible for the Education Assistance Program. Courses taken on a pass or fail basis must be completed with a "passed" grade. Non-graded courses graded satisfactory or unsatisfactory must be completed with a "satisfactory" grade. The Education Assistance Program will not cover failed, dropped, or withdrawn credits, which also may result in a bill to the student.



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### Terms and Definitions

**“Spouse”** is a person legally married to a UTTC employee under the laws of the jurisdiction in which the marriage license or legally equivalent document was issued. Documentation may be required

**“Children living in the household”** is defined as individuals who were under the legal guardianship of the UTTC employee named in the application until the individual attained majority of age. Such individuals may be construed to be “living in the household” if they are under 24 years of age and supported by the UTTC employee named in the application, upon certification by the named employee.



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Student name: \_\_\_\_\_

UTTC employee name: \_\_\_\_\_

ID number: \_\_\_\_\_

ID number: \_\_\_\_\_

**Section 1: to be completed by all applicants**

**Program of Study:** \_\_\_\_\_

- UTTC Human Resources** certifies that the UTTC employee listed above has been a continuous full time employee for at least the past 12 months.

Signature, UTTC Human Resources Representative: \_\_\_\_\_ Date: \_\_\_\_\_

- UTTC Student Accounts Technician** certifies that this student does not owe the college any bill from previous studies

Signature, UTTC Student Accounts Technician: \_\_\_\_\_ Date: \_\_\_\_\_

- UTTC Registrar** certifies that A) there is available space in the classes for which the student has registered, B) the tuition billed for these courses goes to UTTC, and C) the student has not already earned a degree at the level of the current program (Cert, Diploma, AAS or Bachelor's)

Signature, UTTC Registrar: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 2: final certification by the Office of Financial Aid**

- The Director of Financial Aid certifies that the employee has completed the application form in its entirety and if student is receiving Federal Student Aid the Education Assistance Program does not exceed their Financial Aid Budget for the period of enrollment

Signature, UTTC Director of Financial Aid: \_\_\_\_\_ Date: \_\_\_\_\_



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Student name: \_\_\_\_\_ UTTC employee name: \_\_\_\_\_

ID number: \_\_\_\_\_ ID number: \_\_\_\_\_

**Section 1: student certification** (all students must sign)

All UTTC students are responsible for payment in full of charges incurred. Participation in this program does not suspend or modify the terms of the enrollment agreement signed upon entry to the college. Students are additionally required to maintain a GPA of 2.0 or above at all times. This program does not fund any other charges other than the tuition for spouses and dependents.

I, \_\_\_\_\_, have read this form in its entirety and certify that I  
(print student's name)  
understand and agree to all the provisions outlined herein.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Section 2: employee certification**

I, \_\_\_\_\_, have read this form in its entirety and certify that I  
(print employee name)  
understand and agree to all the provisions outlined herein.

I, \_\_\_\_\_, have read this form in its entirety and understand and agree to all the provisions outlined herein. I also certify that the student named in this document is either my spouse or a child living in my household as defined in Terms and Definitions on page 2 of this document.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_