

**Metropolitan State University of Denver  
Employee Tuition Scholarship Application**

Employee Name \_\_\_\_\_ MSU Denver ID \_\_\_\_\_  
 Employer \_\_\_\_\_ Job Title \_\_\_\_\_  
 Department \_\_\_\_\_ Ext \_\_\_\_\_ Semester \_\_\_\_\_

#	CRN	Dept & Course	Days	Time	Course Title	Credits
1						
2						
3						
4						
5						
6						

**Employee Accountability:**

I acknowledge that I understand the tuition aid program policies and procedures, and that if not properly followed, my application for the scholarship will be denied. Furthermore, any approval I receive may be reduced or denied if such approval results in an over-award of financial aid.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Supervisor Accountability:**

I certify that the above class(es) will benefit the state or enhance the employee's job performance, and that it is my responsibility to make sure that any time missed for class is made up by the employee during the same business week.

Immediate Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Human Resources Certification:**

The above-named student applicant is a permanent benefit eligible employee at \_\_\_\_\_% of the time at the following Auraria institution: \_\_\_\_\_.

Human Resources Dept. Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This Section for Office of Student Accounts Processing Only**

#	Registered	First Class	Grade	Status	#	Registered	First Class	Grade	Status
1					4				
2					5				
3					6				

Term Scholarship Hrs: \_\_\_\_\_ Fiscal Scholarship Hrs: \_\_\_\_\_ Approved Limit: \$ \_\_\_\_\_

Student Accounts Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This Section for Office of Financial Aid Processing Only**

Amount Posted: \$ \_\_\_\_\_ Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

## **MSU Denver Employee Tuition Scholarship Program Policy and Procedures**

Effective Spring 2009

**Benefit Description:** The Employee Tuition Scholarship program allows a benefit eligible employee to be awarded a scholarship for up to six (6) credit hours of tuition for a fiscal year. The fiscal year starts with the summer semester. A benefit eligible part-time employee will be awarded the scholarship on a prorated basis. For instance, if an employee were employed at 50% of full time they would be entitled to three (3) credit hours a fiscal year.

### **Eligibility:**

1. Qualified employees must have permanent employment at MSU Denver, CCD, UCD, or AHEC. Hourly, temporary employees and affiliate faculty are not considered permanent. Faculty or administrators under contract who meet eligibility requirements for insurance benefits are considered permanent.
2. Participant must be considered a resident of Colorado by the MSU Denver Admissions office.

### **Rules:**

1. The employee can only register for the class on the first day the class meets.
2. The employee must pay the full cost of fees for the appropriate class or they may be assessed appropriate service charges.
3. The employee must maintain satisfactory academic performance to be eligible for the scholarship.
4. The class must benefit the state, enhance the employee's job performance or be a degree requirement. The employee must obtain supervisor approval before registering for classes to ensure that the course meets one of these criteria.
5. The benefit does not apply towards classes that do not receive a traditional letter grade and credit hours.
6. The completed Employee Tuition Scholarship Application must be turned into the Student Accounts Office, CN110, prior to registration to ensure the scholarship is credited before applicable service charges are assessed.
7. The employee is required to follow the rules and regulations listed in the class schedule in addition to the rules indicated in this policy.
8. If the class is taken during business hours any missed time must be made-up within the same week. Approval for classes taken during business hours is at the discretion of the immediate supervisor.

### **Procedure:**

1. Employees must have a current admission application on file with the MSU Denver Admissions Office. The application fee is waived if employees show proof of employment via staff ID when they turn in the admission application form at, CN108.
2. Register for the class via ConnectU on the first day the class meets. Warning: The employee must have the Employee Tuition Scholarship Application signed by their immediate supervisor and the appropriate Human Resources office before they register.
3. Employees must pay all fees at the time of registration. Failure to do so may result in service charges.

### **Exceptions**

1. The President may cancel this program before classes start in the event that this program adversely impacts the MSU Denver budget.