



University of Colorado Denver

Administrative Policy

Title:	Spouse/Child Grant Program - Downtown Denver Campus
Source:	Office of the Provost
Prepared by:	Assistant Vice Chancellor, Human Resources
Approved by:	Mark Alan Heckler, Provost and Vice Chancellor for Academic and Student Affairs
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A. Introduction

Historically, University of Colorado Denver (UCD) has provided tuition grants to spouses and children of employees. This program continues after consolidation but is only available to spouse and children of employees who were paid under the former University of Colorado Denver budget.

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C. Policy Statement

Spouses and eligible children of UCD employees who work at the Downtown Campus may apply for annual tuition grants for UCD coursework.

D. Eligibility

The spouse and all children of eligible UCD faculty and staff employees are eligible. Eligible employees include faculty at the rank of instructor and above, members of the classified staff, and exempt professional staff and administrative officers who are appointed at 50% time or more. Faculty at the rank of instructor and above, classified staff, and exempt professional staff and administrative officers who are appointed less than 50% time, temporary employees, hourly employees, teaching assistants, student employees and honorarium faculty are not eligible to receive this benefit. To establish eligibility contact the [Human Resources](#) office.

Children are defined as natural, step or adopted children. There is no limit on the number of eligible children per employee.

If the employee terminates employment with UCD, and the student has already been determined to be eligible for the grant for the semester, then the grant will be applied to the student account. Grants will not be applied to subsequent semesters until the student has reestablished eligibility. The spouse/children will retain eligibility for the grant until they no longer meet the definition of a spouse or child.

If the applicant is a spouse or child of a UCD employee, and is also a UCD employee, the spouse/child would use the employee tuition waiver benefit to cover the first six semester hours during the calendar year. No additional benefits are available through the Spouse/Child Grant Program.

The spouse/child grant can not be used for any course work taken from any institution other than through the UCD. Course work at other campuses will be considered only if the student enrolls through formal concurrent registration, using UCD as their home campus. No spouse/child grant is available for extended studies course work.

E. Award Amount

The maximum grant per academic year will not exceed the amount of tuition charged for 3 credit hours of undergraduate or graduate enrollment at the resident rates only. College Opportunity Fund (COF) eligible students are expected to apply for COF. The annual grant period begins with summer semester each year and ends with the subsequent spring semester.

The value of the tuition grant program is limited to the charge for three hours of resident tuition rate based on the status, college and major of the student, regardless of whether one or both parents are Downtown Denver campus employees.

Generally, the applicant is eligible to receive other state or institutional grants or scholarships along with the spouse/child grant. However, if the applicant is also receiving state or federal aid based on need, their aid could be reduced by receiving the tuition grant. Contact the Financial Aid Office for further information.

F. Application Process

The [Spouse/Child Grant Applications](#) is available on the [HR website](#) or at the HR Office or the UCD Financial Aid Office.

The student applicant and employee jointly complete the application. The employee signs a statement confirming the applicant is an eligible spouse or child. The completed application is returned to the Financial Aid office.

Applications must be received in the Financial Aid office by census date for regular Summer, Fall and Spring terms. Applications received after this date will not be considered. Census date is typically the 12th class day for Fall and Spring terms and the 10th class day for Summer term. This date is published in the Schedule of Courses each term.

Applicants are responsible for paying their share of the tuition and all fees by the published due date for the term. All grants will be applied to the student's account within 30 days of the published due date for the term.