Tuition Scholarship Program – Frequently Asked Questions

1. Q: What is the frequency for reapplying for this scholarship?
   A: This scholarship must be applied for each year. It is not automatically renewed.
   • Apply for Fall and Spring semesters by mid-October each year.
   • Apply for Spring semester by mid-March (if application was not submitted by the Fall semester deadline).
   • Apply for the Summer session each May. A separate application is required for Summer session.

2. Q: Who is eligible to receive the Colorado State University Tuition Scholarship?
   A: A spouse, domestic partner, or eligible child of an eligible CSU Administrative Professional, Academic Faculty, or State Classified staff member. Eligible staff members include all CSU Administrative Professionals and Academic Faculty with regular, special, multi-year research, or transitional appointments of half-time (0.5) or greater and all non-temporary State Classified appointments of half-time (0.5) or greater.

   Domestic partners are eligible if the Affidavit of Domestic Partnership and Certification of Dependency for University Benefits forms are approved by Human Resources. You must submit the Certification of Dependency for University Benefits form for any eligible child regardless of tax dependency status (may or may not be YOUR “qualified” federal tax dependent). Program benefits received by a “non-qualified” federal tax dependent are subject to imputed income, which means the value of the benefit received by the student will be treated as taxable income to the employee.

   Contact Human Resources (555 S Howes, Second Floor) by calling (970) 491-MyHR if you have questions regarding this program.

3. Q: Who is considered an eligible child?
   A: The eligible employee’s biological children, adopted children, foster children, stepchildren, and legal wards of either the eligible employee or the eligible employee’s spouse or domestic partner, as well as any person for whom either the eligible employee or the eligible employee’s spouse or domestic partner is standing in loco parentis, provided that the eligible child is under twenty-six (26) years of age. Refer to the Academic Faculty & Administrative Professional Manual, Section G.4, for program eligibility. The Certification of Dependency for University Benefits form must be submitted in conjunction with the Tuition Scholarship Program Application to determine tax consequences (imputed income).

4. Q: What is the amount of the Colorado State University Tuition Scholarship?
   A: Undergraduate students – The scholarship is equal to 50% of the student’s share of Colorado Resident Undergraduate Base Tuition (including Differential Tuition). (Student’s share of Base Tuition is Base Tuition minus the College Opportunity Fund Stipend.) The amount is rounded to the nearest dollar and will be determined after Census date each semester. The amount does not include 50% of Program Charges.

   Graduate students – The scholarship is equal to 50% of Colorado Resident Graduate Tuition. The amount is rounded to the nearest dollar and will be determined after Census date each semester. The amount does not include 50% of Program Charges.

   Professional Veterinary Medicine students – the scholarship is equal to 50% of Colorado Resident Graduate Tuition (not the Professional Veterinary Medicine Tuition). The amount is rounded to the nearest dollar and will be determined after Census date each semester.

   NOTE: The scholarship is equal to 50% of resident (in-state) tuition (even if student is classified as a non-resident/out-of-state for tuition purposes) as described above, not including fees or Program Charges for dependents of employees of CSU.

   *Census date is the end of the regular schedule change (add/drop) period. This application will be processed after September 5th for Fall semester and after February 6th, for Spring semester. The scholarship will pay to the student’s University account when it is processed after those dates.

5. Q: Is there an application deadline?
   A. Applications received by October 15, 2012 will be processed for Fall 2012 and Spring 2013 after Census date each semester. Applications received after October 15, 2012 but on or before March 15, 2013 will be processed for Spring 2013. There will be a separate application for Summer 2013 available in approximately mid-April.

6. Q: What if both parents are employed by Colorado State University – does the dependent student applicant receive a duplicate tuition scholarship?
   A: No, the value of the tuition scholarship program is as described above in question #4.
7. **Q:** When will the tuition scholarship be credited to the student's University account?
   **A:** The scholarship amount will be determined and funds credited to the student's University account after Census date* each semester. The scholarship amount is based on the student’s enrollment after Census date (the end of the regular schedule change period). See question #4 for more information on the amount. Census date is September 5, 2012 for Fall 2012 and February 6, 2013 for Spring 2013.

8. **Q:** What if the student is also an eligible employee for a study privilege or a reciprocal study privilege benefit at their own employer?
   **A:** The student who is an eligible employee for the study privilege or reciprocal study privilege benefit at his/her employer is required to first exhaust any available tuition program benefits each academic year prior to utilizing the Tuition Scholarship Program. The student should consult his/her employer (i.e. CSU Global, CSU Pueblo or UNC) for study privilege program eligibility.

9. **Q:** If the student is receiving other aid, including scholarships, will the Colorado State University Tuition Scholarship Program reduce this aid?
   **A:** The total financial aid awards received (through scholarships, grants, work-study, or loans) may not exceed individual costs for attending Colorado State University. Student Financial Services will notify the student if this scholarship causes a reduction in other aid.

10. **Q:** Are courses other than regular on-campus courses counted as credits for payment of this scholarship?
    **A:** No. Only regular on-campus credits count for payment of this scholarship. Test-Out, Advanced Placement, CSU OnlinePlus, and Study Abroad are not considered regular on-campus credits.

11. **Q:** Can this scholarship be used to cover the cost of continuous registration fees for graduate and professional students?
    **A:** No.

12. **Q:** What if the eligible staff member discontinues employment or dies while employed with the University?
    **A:** For all cases of separation from employment of an eligible employee other than death, the spouse, domestic partner, and eligible children of the eligible employee shall cease to be qualified for this Tuition Scholarship Program at the end of the academic year in which the separation from employment occurs.

    If a person dies while an eligible employee, his or her spouse or domestic partner shall continue to be qualified for this Tuition Scholarship Program until six (6) years after the date of the death, and each of his or her eligible children shall continue to be qualified for this Tuition Scholarship Program until the eligible child reaches the age of twenty-six (26).

13. **Q:** Does this scholarship need to be reported as income on a federal income tax return?
    **A:** Students may exclude from their income the amounts received from this scholarship because they are a candidate for a degree as defined by the IRS, and the scholarship is used for tuition. However, the value of the benefit will be treated as taxable income to eligible staff members for all dependents who are “non-qualified” federal tax dependents of the employee. Refer to IRS Publication 970 “Tax Benefits for Education” for more information. The student will receive a Form 1098-T (Tuition Statement) for this scholarship. If you have questions regarding tax treatment of this benefit, consult your personal tax advisor.

14. **Q:** Can eligible dependents of CSU employees attend other institutions affiliated with the CSU System?
    **A:** Yes. The student must be admitted to CSU-Pueblo or CSU-Global in a degree-seeking program or as a degree-seeking student with an undeclared major. The program eligibility rules and tuition scholarship amount remain the same regardless of the institution in which you enroll.

15. **Q:** Are recipients required to document “Lawful Presence” in order to receive this scholarship?
    **A:** Yes. Colorado law requires students who are receiving a public benefit (such as a scholarship) to prove they are lawfully present in the United States. For the majority of students, this requirement will have been satisfied at or before enrollment and will not affect the disbursement of this scholarship. For further information, visit the “Lawful Presence Verification” information on the Registrar’s website: registrar.colostate.edu.