

WVU MEDICINE DEPENDENT TUITION ASSISTANCE PROGRAM FAQ

ELIGIBILITY

Who is eligible for this Dependent Tuition Assistance program?

The benefit applies to employees at the following West Virginia University Health System companies: Berkeley Medical Center, Camden Clark Medical Center, Jefferson Medical Center, J.W. Ruby Memorial Hospital, Potomac Valley Hospital, Reynolds Memorial Hospital, St. Joseph's Hospital, United Hospital Center, and University Health Associates.

Benefit-eligible employees (FTE .5 to 1.0) must have least 5 years of service based upon 'Benefits Seniority Date' and no disciplinary process at a level 2 or above in the previous 12 months. Employee eligibility will be based on employment status and years of service as August 15, 2018 for the Fall 2018 semester.

Bargaining unit employees are not eligible for benefit.

What date is being used to determine eligibility?

Your eligibility for the program is based upon your 'Benefit Seniority Date'. This can be found by logging into UltiPro. To view select Menu, Myself, Benefits, Current Benefits.

Who is considered a dependent under the Dependent Tuition Assistance program?

The dependent child must be under the age of 26 and certified as a dependent in accordance with the Group Health guidelines. Stepchildren are covered as long as they are eligible and certified dependents. Spouses are not eligible.

How do I know if my dependent is certified or not?

You can log into UltiPro to view your documents in the employee document section. If you have uploaded a copy of your dependent child's birth certificate or a copy of your Federal tax return then your dependent is certified.

Am I eligible if I'm on a Leave of Absence?

If you are on an approved leave of absence and meet all other eligibility requirements, you are eligible to apply for Dependent Tuition Assistance.

If I work less than 20 hours per week, am I eligible?

You must work 20+ hours minimum to be eligible for the Dependent Tuition Assistance Program.

What campus is eligible for the Dependent Tuition Assistance program?

Your dependent must be attending WVU at the Morgantown, Beckley or Keyser campuses only or attending online to be eligible.

If my dependent's program includes obtaining a bachelor's degree plus a master's degree would that qualify?

Yes, only during the portion of the program that defines the student as undergraduate.

If my dependent starts the semester and is 26 but will be 27 when the semester ends, would that qualify for tuition assistance for that semester?

Yes. Dependent must be age 26 as August 15, 2018 in order to qualify for the Fall 2018 semester.

SCHOLARSHIP AND GRANT INFORMATION

How do I apply for Federal or State grants?

Your student must apply for financial aid through the FAFSA in order to be eligible for the Dependent Tuition Assistance Program. Learn more: www.fafsa.gov

Your student's FAFSA confirmation page must be provided along with your application for the WVU Medicine Dependent Tuition Assistance Program. A sample FAFSA Summary can be found on hr.wvumedicine.org. You may black out your estimated cost of attendance and awarded financial aid amount.

What type of information is needed for other grants or scholarships not through WVU?

Documentation of the accepted grant or scholarship that your dependent has received. Tuition assistance will be provided after reductions for any scholarships or grants received for that semester.

WVU INFORMATION

What is the WVU STAR account?

Your student can access their WVU information via their STAR account at <https://star.wvu.edu>.

How do I verify GPA?

GPA must be verified at the time you apply for the WVU Dependent Tuition Assistance.

Freshmen: The acceptance letter is required, not the GPA.

Current or transfer students: An official transcript is required to verify cumulative GPA.

How can I obtain transcripts from WVU?

You can obtain a transcript by contacting the Registrar office on the following campuses:

- WVU Morgantown: <https://registrar.wvu.edu/academic-records/request-transcript>
- WVU Tech Registrar (with connection to requesting a transcript): <https://techregistrar.wvutech.edu/home>
- WVU Potomac State (Keyser) – Link to request a transcript: http://potomacstatecollege.edu/communities/current_students/transcript.html

How much will I be taxed on the Tuition Assistance that my dependent receives?

The amount paid on your behalf is considered taxable income. The amount of tax will be based upon your tax bracket under current Internal Revenue Service (IRS) rules and regulations. You will be responsible for paying taxes on the benefit. Employees should speak with their tax advisor, if needed.

When will I receive notification from WVU Medicine that my Dependent Tuition Assistance application for WVU has been approved or denied?

You will receive an approval or a denial email from WVU Medicine by May 5th. The approval email you may receive will be an indication that you meet the criteria and are eligible to apply for the Tuition Assistance program through WVU Medicine. WVU Medicine does not determine your assistance amount. That is determined by WVU and will be indicated on your bill that you will receive in July.