

Tuition Benefit Application Process**Tuition Grant in Aid (AKA “TGIA” - for classes at UNE):**

1. Employee or employee’s dependent registers for classes through the regular student process (Admissions/Registrar).
2. For *each semester* that the employee or employee’s eligible dependent takes classes at UNE, the employee completes the Tuition Grant in Aid form and submits it to Human Resources.
 - It is recommended that the form be submitted before classes begin for the semester.
3. Human Resources will confirm eligibility, finish completing the Tuition Grant in Aid form, and submit it to Student Financial Services.
4. Student Financial Services will add the TGIA to the employee or employee’s dependents award letter within 7-10 business days of receipt from HR (employees should allow time for processing during the start of term due to the high volume).
 - Student Financial Services will email the student’s UNE email, notifying them that the TGIA has been added to their award.

*Note: This benefit covers tuition only. The tuition bill will not be adjusted to reflect the TGIA benefit until after the add/drop date of each semester. Please pay the amount your benefit allows (ie an employee taking 2 undergraduate courses would pay \$100) before the billing due date to avoid any late fees.

Council of Independent Colleges (“CIC”):

1. The employee or employee’s eligible dependent applies to participating colleges and universities listed on the www.cic.edu website.
2. Employees complete the CIC form and submit it to UNE’s HR department.
 - The CIC form should be completed for each participating college or university and for each academic year.
 - It is recommended that the employee submits this form to HR as early as possible, preferably before October 15th.
3. Human Resources will confirm eligibility and submit the form to Student Financial Services.
4. UNE’s Student Financial Services department will inform the school’s CIC Liaison of the employee’s dependent’s eligibility for this benefit.
 - The offer of the CIC scholarship is determined by the importing school. UNE does not participate in the awarding of these scholarships. It is recommended that the employee contact the importing school’s Financial Aid department due to varying requirements.
 - CIC award notifications are conducted by the host institution and usually commence between the months of March-May.

*Note: This benefit covers tuition only.

Tuition Benefit Application Process**Tuition Exchange Program ("TEP"):**

1. The employee or employee's eligible dependent applies to participating colleges and universities listed on the www.tuitionexchange.org website.
2. Employees complete the TEP form and submit it to Human Resources for each participating college or university and for each academic year.
 - It is recommended that the employee submit this form as early as possible, preferably before September 30th.
 - The more schools the employee's dependent applies to the more option they will have.
3. Human Resources will confirm eligibility and submit the form to Student Financial Services.
4. Tuition exchange award notifications are conducted by the host institution and usually commence between the months of March-May.

*Note: This benefit covers tuition only.

UNE Blue Scholar Program:

1. The employee's eligible dependent registers for classes through the regular student process (Admissions/Registrar) at the college or university they wish to attend.
2. The employee completes the UNE Blue Scholar Program form each semester and submits it to Human Resources.
3. Human Resources will send a letter to the college or university's Student Financial Services department informing them of the employee's dependent's eligibility for this benefit.
4. The employee will submit the final invoice for the semester to HR.
5. Once classes begin, the employee submits the enrollment verification certification from the school's registration office to confirm their dependent is a full-time student.
 - The benefit will not be awarded without this information.
6. Once the invoice and verification of enrollment are received, HR will process payment directly to the college or university.

*Note: The Blue Scholar Program covers direct billed costs from the college or university. The benefit amount is not to exceed those direct billed costs. The Blue Scholar Program may be used in conjunction with the other tuition discount benefit programs offered at UNE. It is important for employees to work directly with the host institution's Student Financial Services department, as the Blue Scholar Program may reduce other financial aid at the host institution's discretion.