

Blue Scholar Program

UNE Scholarship

☑ **The Benefit:** UNE will provide a scholarship on behalf of a qualified full-time benefits eligible employee directly to the institution of higher education attended by their qualified dependent. These funds can cover any expense associated with the dependent's attendance that is on the itemized invoice including tuition, housing and meals and miscellaneous expenses.

☑ **To apply:** Complete the application which can be found in the Employee Records module of People Admin.

- An application must be submitted each semester.
- Applications should be submitted six weeks before the beginning of the semester or quarter for which the employee is applying.
- Supporting documentation* must be submitted as soon as possible at the start of the semester.

☑ **Application Submission:** *Supporting documentation including an **itemized invoice** and **proof of enrollment** should be submitted as soon as available each semester or quarter.

☑ **Who's eligible:** The dependents of full-time benefits eligible employees who have completed at least **ten years** of continuous and uninterrupted full-time service. Professional Staff is considered eligible if their start date is by the end of the fiscal year before their dependent starts their academic year. Faculty is considered eligible if their start date is by September 1st before their dependent starts their academic year.

Staff Examples: A staff member is hired 06/25/2007. The employee will reach their 10th year 06/25/2017 and will be eligible for the scholarship effective 06/01/2018. A staff member is hired 03/06/2007. The employee will reach their 10th year on 03/06/2017 and will be eligible for the scholarship effective 06/01/2017.

Faculty Examples: A faculty member is hired 08/25/2007. The employee will reach their 10th year 08/25/2017 and will be eligible for the scholarship effective 09/01/2017. A faculty member is hired 09/25/2007. The employee will reach their 10th year on 09/25/2017 and will be eligible for the scholarship effective 09/01/2018.

☑ **Eligibility:** Dependents may participate in undergraduate programs only, be age 26 or under and enrolled full time. The benefit is available for up to 8 semesters or 12 quarters to any one dependent.

☑ **To receive the benefit:** An employee must complete the requisite level of service as outline below:

- 10 years – totaling up to \$10,000 annually (\$5,000 per semester or for 2 quarters)
- 15 years – totaling up to \$15,000 annually (\$7,500 per semester or for 2 quarters)
- 20 years – totaling up to \$20,000 annually (\$10,000 per semester or for 2 quarters)
- 25 years + - totaling up to \$25,000 annually (\$12,500 per semester or for 2 quarters)

☑ **Payment:** Payment will be sent directly to the institution and if the amount owed is less than the scholarship amount, UNE will pay only the amount owed. Any credits applied to the student account to which Blue Scholar payments have been made, should be returned to UNE from the receiving institution up to the amount paid by UNE.

☑ **Important to know:**

- The institution must be regionally accredited.
- Dependents must meet IRS dependency requirements.
- If the dependent withdraws and receives a refund, the employee must promptly notify UNE and immediately return any payment disbursed on the dependent's behalf.

Send questions to educationalbenefits@une.edu