



Please feel free to contact Andrea Zaborek at the Office of Human Resources at 315-792-3458 for any questions you may have regarding this information.

Utica University offers tuition benefits for employees, spouses, dependents and domestic partners. Please review the Tuition Benefit Matrix to determine eligibility at <https://www.utica.edu/hr/media/SUMMARY%20OF%20EDUCATIONAL%20BENEFITS%20Rev.%2001.2022.pdf>

In order to insure timely processing, please follow the steps below for the benefit of your choice:

REMITTED TUITION BENEFITS – GRADUATE*/UNDERGRADUATE

How to apply: Complete the correlating application located at <https://www.utica.edu/hr/tuitionbenefitsapp.cfm>

After this application has been submitted to the Office of Human Resources please contact the office to insure completion of the process **before** registering for classes.

Deadline: At least two weeks before the beginning of the semester.

Fees: Employees are reminded that they are responsible for books, fees, and additional charges.

Withdrawal: It is imperative that you notify the Office of Human Resources in the event of withdrawal at any time.

Reminder: this form must be filled out for each semester.

***Graduate Benefits:** may be subject to possible taxation.

CASH GRANT

How to apply: Complete the correlating application located at <https://www.utica.edu/hr/tuitionbenefitsapp.cfm>

Deadline: It is imperative that this application be completed before the semester the dependent is enrolled in school.

Fees: Not applicable.

Reminder: This application must be filled out for each semester and turned into Human Resources with an invoice from the college/university that your dependent is attending.

UC DEPENDENT SCHOLARSHIP – NEW AND RENEWAL

How to apply: Complete the correlating application located at <https://www.utica.edu/hr/tuitionbenefitsapp.cfm>

Deadline: The application should be submitted to the Office of Human Resources by April preceding the fall semester.

Fees: Employees are reminded that they are responsible for books, fees, and additional charges.

Reminder: Employees should complete a FASFA form each year.

TUITION EXCHANGE, CIC– NEW

How to apply: Complete the correlating application located at <https://www.utica.edu/hr/tuitionbenefitsapp.cfm>

Deadline: The application should be submitted to the Office of Human Resources by April preceding the fall semester.

Fees: Employees are reminded that they are responsible for books, fees, and additional charges.

Reminder: This competitive benefit is not guaranteed.

TUITION EXCHANGE, CIC - RENEWALS

How to apply: As a renewal, employees are notified when renewal forms should be submitted to ensure your dependent is enrolled.

Withdrawal: It is imperative that the employee contact the Office of Human Resources immediately if the dependent withdraws from the college/university.

Reminder: This competitive benefit is not guaranteed.