



NEVADA SYSTEM OF HIGHER EDUCATION

Grant-in-Aid Request Form

for professional staff members, their spouses and financially dependent children

Employee Name: _____ Department: _____

Employee ID Number: _____ Student ID Number: _____

Check the applicable box: [] Current Staff [] Emeritus/Retired Staff [] Spouse
[] Dependent of Staff [] Dependent of Deceased Staff [] Domestic Partner

Year: 20____ Semester: [] Fall [] Spring [] Summer --mini, 1st, 2nd, 3rd (circle applicable Summer term)

Employee Grant-in-Aid - complete the following: Institution Attending: []UNR []UNLV []NSC []CSN []GBC []TMCC []WNC

Number of credits: _____ [] undergraduate credits _____ [] graduate credits

(maximum of 6 credits per semester are grant-in-aid eligible for professional employees)

Dependent/Spouse/Domestic Partner Grant-in-Aid - complete the following:

Name of Dependent: _____

Institution Attending: []UNR []UNLV []NSC []CSN []GBC []TMCC []WNC

Number of credits: _____ [] undergraduate credits _____ [] graduate credits

Relationship to current or former employee:

[] Spouse [] Domestic Partner [] Financially Dependent Child* [] Widow/Widower

*Dependency Declaration - initial the applicable statement.

I attest that the above-named dependent student meets the Board of Regents' definition of "financially dependent child" as a natural, adopted or step child of a professional staff member or his or her domestic partner who is not financially independent, is claimed as an exemption for federal income tax purposes under the U.S. Internal Revenue Code (26 U.S.C. § 152), and has not attained the age of 24. Dependent child's date of birth: ___/___/___

_____ If over the age of 24, has served on active duty in the United States Armed Forces

_____ I attest that the above-named student is my spouse or domestic partner.

I understand that:

- 1. The value of this fee waiver, if for a dependent, spouse or domestic partner graduate-level course, may represent taxable income to me and, as such, will be included on my form W-2;
2. No deductions for federal income tax will occur as a result of this fee waiver, but I may make adjustments to federal income tax withholding by completing and submitting a new form W-4 to the Payroll Department;
3. If I am subject to federal withholding and/or Medicare tax, the deduction(s) will be withheld based on the value of this fee waiver (subject to maximum coverage limitations).

I declare, under penalty of perjury under the law of the State of Nevada, that the foregoing is true and correct; that I have read all the qualifications above, as well as the excerpts from the Board of Regents' Handbook that are attached to this form; and that I am entitled to request Grant-in-aid for the above shown applicant(s). I understand that false representations in this certification may subject me to civil liability, disciplinary action up to and including termination, and referral to the Nevada Attorney General for criminal investigation. I also understand and agree that the Nevada System of Higher Education may request proof of dependent eligibility at any time.

Employee signature

Date

HR (or other designated office) review of employment

Date

Reviewed and approved by immediate supervisor

Date

Entered for payment

Date

See Board of Regents' Handbook, Title 4, Chapter, for the complete policy on grants-in-aid for professional staff members and their spouses and financially dependent children.

GRANTS-IN-AID FOR PROFESSIONAL STAFF AND DEPENDENTS

Title 4, Chapter 3

Section 10. Grants-in-Aid – General Administration

Unless otherwise provided, the following provisions govern the administration of NSHE grants-in-aid for professional staff, including their spouse or registered domestic partner and financially dependent children as authorized by this Chapter.

1. The registration fees associated with the William S. Boyd School of Law, the University of Nevada School of Medicine, and the pre-doctoral program at the UNLV School of Dental Medicine are eligible for a grant-in-aid.
2. Except as otherwise provided, persons who receive a grant-in-aid pursuant to this Chapter and enroll in a state-supported course shall receive a grant-in-aid equivalent in value to that portion of the per credit registration fee allocated to the state supported operating budget (or General Fund). The capital improvement fee and the general improvement fee shall be waived at all institutions as part of the grant-in-aid, except at the universities where the capital improvement fee only will be waived.
3. Laboratory and other special course fees, including but not limited to the technology fee, will not be included in a grant-in-aid award.
4. Grants-in-aid may be awarded fall, spring and summer semesters only.
5. Summer session grants-in-aid for state-supported courses shall be equivalent in value to the per credit grant-in-aid allowed in the prior spring semester.
6. Self-supporting courses, including community service and continuing education courses, may be eligible for a grant-in-aid equivalent in value to the total registration fee charged or the amount of the per credit registration fee that would be allocated to the state-supported operating budget (for state-supported courses), whichever is less. It is the responsibility of each institution to designate any self-supporting programs that are not grant-in-aid eligible.

Section 11. Grants-in-Aid –Professional Staff and Dependents

1. The following classifications for professional staff are eligible for grants-in-aid as defined by this section:
2. Except for adjunct and clinical faculty, the spouse and financially dependent child for all categories of professional staff defined in subsection 1 are eligible for grants-in-aid as defined by this section.
 - a. Professional staff members who are on an “A” or “B” contract for at least .50 FTE employment;
 - b. Professional staff members who are on sabbatical or leave of absence without pay;
 - c. Emeritus faculty;
 - d. Adjunct and clinical faculty; and
 - e. Retired professional staff members who are age 55 or over and have at least 20 years of NSHE service.

3. The domestic partner and their financially dependent children are eligible for grants-in-aid for all categories of professional staff defined in subsection 1 if the domestic partnership is registered with the Office of the Nevada Secretary of State.
4. For the purposes of this Chapter, "financially dependent child" shall mean a natural, adopted or step child of a professional staff member who is not financially independent, is claimed as an exemption for federal income tax purposes under the U.S. Internal Revenue Code (26 U.S.C. § 152), and has not attained the age of 24. The professional staff member must attest to a dependency each time a grant-in-aid is issued. Institutions awarding a grant-in-aid to a spouse or financially dependent child may at any time request proof of dependent eligibility for verification purposes.
5. Institutions may establish a deadline for the submission of a grant-in-aid request.
6. For qualified dependent children who have served on active duty in the United States Armed Forces, the age limitation set forth in subsection 3 shall be extended for the period of such active service, but not to exceed six years.
7. Except as otherwise provided, professional staff members as defined in this section are restricted to no more than six credits in the fall and spring semesters. Professional staff members employed under an "A" contract shall be limited to three credits for a grant-in-aid across all summer semesters. Professional staff members employed under a "B" contract are not limited in the number of credits that are grant-in-aid eligible during all summer sessions. There shall be no restriction on the number of credit hours a spouse or financially dependent child may register for under this policy. Upon approval by the institutional President, community college faculty while on sabbatical may take additional courses under this policy if for professional development.
8. A professional staff member, spouse or financially dependent child enrolled in a course under a grant-in-aid at the time the professional staff member's contract terminates shall be permitted to finish the course under the grant-in-aid.
9. System Administration or an institution awarding the grant-in-aid to an employee or his spouse or financially dependent child must notify the employee and the Internal Revenue Service of the appropriate taxable benefit pursuant to the NSHE's Section 127 Educational Assistance Plan.
10. Widows or widowers and financially dependent children of deceased former professional staff members, or professional staff members who have become totally and permanently disabled, their spouses and financially dependent children may request a grant-in-aid on the form prescribed by the Chancellor. Such individuals are eligible for a grant-in-aid under the following conditions:
 - a. The professional staff member shall have held a valid unfulfilled "A" or "B" contract or have been granted sabbatical leave at the time of death or such disability.
 - b. The spouse, widow, widower or disabled former professional staff member may receive a grant-in-aid for no more than eight semesters.
11. Grant-in-aid requests by professional staff must be approved by their supervisor. Grant-in-aid requests on behalf of a spouse or financially dependent child do not require supervisor approval, but each institution and the System Office shall designate a central office to be responsible for reviewing and processing the requests. All requests for grant-in-aid by professional staff members must be made on a form prescribed by the Chancellor. Institutions may utilize an on-line

grant-in-aid form if the content of the on-line form includes the same information that is required on the form prescribed by the Chancellor.

Section 12. Grants-in-Aid – Temporary Part-time Faculty

1. Temporary part-time faculty (LOAs), as defined in Title 4, Chapter 3, may receive a grant-in-aid for courses at the institution in which they are employed, not to exceed the number of credit hours the part-time faculty member is currently teaching, and not to exceed six credit hours.
 - The grant-in-aid is applicable only to courses taken during the Fall and Spring regular semesters and must be taken at the college or university where employed.
 - The grant-in-aid based on credit hours may be utilized during the semester in which the temporary part-time faculty member is teaching or in the semester immediately following.
 - Temporary part-time faculty employed by continuing education and community service units are not eligible for a grant-in-aid or waiver.
 - Non-resident temporary part-time faculty receiving a grant-in-aid shall be deemed residents for tuition purposes.

2. Temporary part-time faculty who do not teach, the course equivalency for their services shall be determined by multiplying six credit hours by the faculty member's FTE. The credits hours will be rounded up to determine the maximum number of credit hours covered by a grant-in-aid.