



DEPENDENT EDUCATION PROGRAM APPLICATION

*You must submit your Application Form to UNM HR Benefits via
Secure Document Upload at <https://hr.unm.edu/upload> or
Fax to 505-277-2278*

Applying for: Fall Semester Spring Semester as a: New Enrollment Re-Enrollment

I. EMPLOYEE INFORMATION:

Name: _____ UNM Banner ID: _____
UNM Department: _____ Campus Phone: _____
E-mail address: _____ Home Phone: _____

II. DEPENDENT INFORMATION AND CERTIFICATION:

Name: _____ UNM Banner ID: _____

Relationship to Employee: _____

I grant permission to The University of New Mexico to release information to the employee identified above about my present and future eligibility for this award, including my enrollment status and whether my cumulative GPA is below 2.5.

Signature of Dependent _____ Date: _____

III. TAXABILITY CERTIFICATION:

A. Child's Date of Birth: _____ Age: _____

B. Child's Marital Status: Married Unmarried

C. Will you (or your ex-spouse) claim the dependent child on your income tax return during the calendar year in which the benefit is received? Yes No

IV. EMPLOYEE CERTIFICATION:

I certify that the information provided above is true and accurate to the best of my knowledge. I understand that the value of the dependent education waiver may be taxable.

**IF UPLOADING ELECTRONICALLY TO HR'S SECURE DOCUMENT UPLOAD SITE, MY TYPED-IN NAME BELOW SERVES AS MY SIGNATURE.
SIGNATURE IS REQUIRED IF PROVIDING PAPER FORM VIA FAX or MAIL to UNM HR Benefits, 1700 Lomas Blvd NE, Suite 1400, Albuquerque, NM 87131.**

Signature of Employee _____ Date: _____

Please keep a copy for your records.



BENEFITS

DEPENDENT EDUCATION SCHOLARSHIP HIGHLIGHTS

- Submit the application form to the UNM Employee Benefits Office by June 30 for the Fall semester and November 30 for the Spring Semester (address listed below).
- Employees are eligible if they are regular staff or faculty members working at least 50% or above and have been employed in a Benefits Eligible job for one (1) year as of the last date to register for the applicable semester. A nine-(9) month academic year faculty contract fulfills the one (1) year requirement.
- A qualified dependent is a legal spouse or domestic partner of the employee. A qualified dependent is also a natural born child, a legally adopted child, a domestic partners child, or a step child of the employee who is unmarried and less than 25 years of age as of the last date to register for the applicable semester.
- The dependent must be admitted to UNM on regular, degree seeking status prior to the Program application deadline. The benefit is for undergraduate education only. Dependents who have attended The University of New Mexico must have a UNM GPA of 2.5 at the time of application.
- The tuition benefit will NOT cover tuition for the summer semester. This application only covers tuition for the Fall and Spring semesters and will extend for up to eight (8) semesters or until the degree requirements for which the benefit was awarded are met, whichever occurs first. The benefit amount will not include mandatory student fees, which are charged by the credit hour.
- Under current IRS regulations, the value of tuition benefits received by domestic partners and/or whose child meets any of the taxability criteria listed in the policy is considered taxable income to the employee. The value of the tuition benefit will be included as compensation on the employees W-2 form filed with the IRS and subject to withholding each semester.
- For more information, refer to <https://policy.unm.edu/university-policies/3000/3700.html> for more information.

UNM HR Benefits
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