

Metropolitan State University of Denver  
AHEC Undergraduate Tuition Scholarship Application

Name \_\_\_\_\_ ID# \_\_\_\_\_  
 Department \_\_\_\_\_ Campus Phone # \_\_\_\_\_  
 Title \_\_\_\_\_ Semester \_\_\_\_\_

#	CRN	Dept & Course	Days	Time	Course Title	Credits
1						
2						
3						
4						
5						
6						

**Employee Accountability:**

I acknowledge that I understand the employee tuition scholarship guidelines and procedures, and that if not properly followed, my application for the scholarship will be denied. Furthermore, any approval I receive may be reduced or denied if such approval results in an over-award of financial aid.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Supervisor Accountability:**

I certify that the above class(es) will enhance the employee's job performance or are part of a degree or certificate program, and that it is my responsibility to make sure that any time missed for class is made up by the employee during the same business week.

Immediate Supervisor (print name): \_\_\_\_\_

Immediate Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Human Resources Certification:**

The above-named student applicant is a permanent benefit eligible employee at \_\_\_\_\_% of the time at the following Auraria institution: AHEC.

Human Resources (print name): \_\_\_\_\_

Human Resources Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This Section for Office of Student Accounts Processing Only**

#	Registered	First Class	Grade	Status	#	Registered	First Class	Grade	Status
1					4				
2					5				
3					6				

Term Scholarship Hrs: \_\_\_\_\_ Approved Limit: \$ \_\_\_\_\_

Student Accounts Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**This Section for Office of Financial Aid Processing Only**

Amount Posted: \$ \_\_\_\_\_ Processed by: \_\_\_\_\_ Date: \_\_\_\_\_

# MSU Denver AHEC Undergraduate Tuition Scholarship Program

## Guidelines & Procedures

Effective Spring 2009

The AHEC Undergraduate Tuition Scholarship program allows permanent AHEC employees to be awarded a scholarship for up to six (6) undergraduate credit hours of undergraduate tuition each fiscal year. The fiscal year starts with the summer semester. A permanent part-time employee will be awarded the scholarship on a prorated basis.

### Eligibility:

- ✓ Qualified employees must have permanent employment at AHEC. Hourly and temporary employees are not considered permanent. Employees under contract who meet eligibility requirements for insurance benefits are considered permanent.
- ✓ Employee must have worked at AHEC for minimum 6 months in a benefits-eligible position.
- ✓ Participant must be considered a resident of Colorado per Colorado Residency Statutes 23-7-102(5).

### Guidelines:

- The employee may register for classes in accordance with their class standing.
- AHEC will pay any fees, including student fees, for the appropriate class.
- The employee must maintain satisfactory academic performance (grade of C or higher) to be eligible for the tuition scholarship.
- The employee must obtain supervisor approval before registering for classes.
- The benefit does not apply towards classes that do not receive a traditional letter grade and credit hours (e.g. non-credit or audited courses).
- The completed Employee Undergraduate Tuition Scholarship Application must be turned into the AHEC Human Resources and then to MSU Denver Human Resources prior to registration to ensure the waiver is credited before applicable service charges are assessed.
- The employee is required to follow the rules and regulations listed in the class schedule, the rules indicated in these guidelines and procedures, and the student and employee handbooks.
- If the class is taken during business hours any missed time should be made-up within the same week. Approval for classes taken during business hours is at the discretion of the immediate supervisor.

### Procedure:

1. AHEC employees must have a current undergraduate admission application on file with the MSU Denver Admissions Office (<https://www.msudenver.edu/admissions/>, SSB 180). The application fee is waived if employee shows proof of employment via staff ID when they turn in the admission application. If the employee applies online, call Admissions (303-556-3058), state employee status, and ask for the application fee waiver code.
2. Fill out the AHEC Undergraduate Tuition Scholarship Application (above) and obtain the supervisor signature. Send the completed and signed form to AHEC Human Resources for employment verification.
3. AHEC Human Resources will send to MSU Denver Human Resources
4. Register for the undergraduate class in accordance with your class standing.

**Exception:** The MSU President may cancel this program before classes start in the event that this program adversely impacts MSU Denver's Budget.

**Benefit Management:** This benefit is managed by MSU Denver's Total Rewards Team with assistance from AHEC Human Resources. You may contact MSU Total Rewards at [totalrewards@msudenver.edu](mailto:totalrewards@msudenver.edu) or AHEC Human Resources at [hr@ahec.edu](mailto:hr@ahec.edu) with any questions.

Updated 8/2023