Information for First Time Student at UC

All information below can be accessed from [www.uc.edu/hr/benefits/tuition-remission](http://www.uc.edu/hr/benefits/tuition-remission), including a list of helpful UC departments to get you started with the process.

**Steps for Success**

1. Dependent applies for and is accepted as a UC student by following the admission process.
2. As part of UC student application process, student provides his/her Social Security Number.
3. UC employee confirms student’s SSN in UCFlex (Employee Self Service) matches SSN provided during UC student application process.
4. UC employee (parent/spouse) and dependent complete and sign Tuition Remission Dependent Application. UC Human Resources Department determines tuition remission eligibility (Check what you may be eligible for at [http://bit.ly/2pnqGig](http://bit.ly/2pnqGig).
   Your child must be your tax dependent in order to be eligible for tuition remission. You must attach the appropriate 1040 (first page only) to your Application. Incomplete Applications will not be processed. For fall 2017, submit your 2016 1040 (page 1). Cross out financial information.
   - TR2, TR2A, Affidavit and Worksheet must be completed for Dependent Child(ren): [http://bit.ly/2p1fIw0](http://bit.ly/2p1fIw0) who are not your tax dependent(s).
6. Applications must be submitted to tuitionremission@uc.edu by June 30 for fall term or December 1 for spring term.
7. A new Tuition Remission Dependent Application is required EVERY academic year by June 30 for dependent children. A copy of the applicable year’s 1040 is required with each application. Tuition remission is not applicable at any other college other than any of the UC campuses or UC online credit based courses. Dependents are limited to 144 undergraduate credit hours. There is no limit to the number of graduate credit hour available for eligible dependents.
   *Tuition Remission is not available to dependents (spouse/domestic partner/children) for specific programs in the Colleges of Law (JD), Pharmacy and Medicine. Tuition remission covers the INSTRUCTIONAL FEE portion of the bill. Other fees, books, room and board, application fees, late fees, etc. are NOT covered by tuition remission.*

**Benefits & Taxes**—While tuition remission for undergraduate coursework for the employee, spouse and eligible child is not taxable, there are certain circumstances when tuition remission is taxable. Find more information about taxation and how it affects your paycheck on the Tuition Remission website or the below links.


**Additional Information**

- **Courses must be taken for credit**: audited courses are not included other than for AAUP-represented faculty.
- **Questions about your bill, courses, grades, or other UC student records?** Please contact the UC Onestop Page: [http://onestop.uc.edu/](http://onestop.uc.edu/).
- Your dependent will need to authorize access through their Catalyst account. Otherwise, UC offices will not be allowed to release any information to you about your student’s account or records. The Family Educational Rights and Privacy Act (FERPA)/How to Delegate Access in Catalyst ([http://onestop.uc.edu/delegated_access.html](http://onestop.uc.edu/delegated_access.html)) for your FERPA.
- **Catalyst Tips & Tricks** Catalyst is UC’s student information system. You will have a Catalyst account if you are a UC student. Find Catalyst Resources, Tips and Tricks at [http://bit.ly/2pynpy](http://bit.ly/2pynpy).