

R606, USHE Employee Partner Scholarship¹

R606-1 The following policy has been codified² as Utah Administrative Code R765-606.

R606-2 References

2.1 [Utah Code § 53B-13a-106](#), Utah Promise Partners

R606-3 Policy

R765. Higher Education (Utah Board of), Administration.

R765-606. USHE Employee Partner Scholarship

R765-606-1. Purpose.

This rule outlines the process and application procedures for employees of a Utah System of Higher Education (“USHE”) institution to receive a scholarship to attend another USHE institution.

R765-606-2. Authority.

This rule is authorized by Section 53B-13a-106.

R765-606-3. Definitions.

(1) “USHE Employee Partner Scholarship” means a scholarship award available to employees of a USHE institution or the Office of the Commissioner of Higher Education (“OCHE”).

(2) “USHE Employee Scholarship Advisory Committee” (“Committee”) means a committee comprised of representatives appointed by the Commissioner of Higher Education to provide recommendations for awarding scholarships.

(3) “Fiscal Year” means the calendar year starting July 1, and ending June 30. For degree-granting institutions, this includes Summer, Fall and Spring semesters of the corresponding academic year.

R765-606-4. Scholarship Award.

The Commissioner, or their designee, may award a one-year USHE Employee Partner Scholarship to an individual employed at a USHE institution for up to 50% of tuition and fees if the employee:

- (1) Is employed at a USHE institution full-time;
- (2) Has been admitted to a USHE institution other than the one at which they are employed, and has declared intention to enroll; and
- (3) Intends to pursue a program of study leading to a certificate, degree or other credential related to their current job duties or a related career progression.

R765-606-5. Application Procedures.

An eligible employee must submit a scholarship application by ~~May 30~~ a deadline set by OCHE.

(1) Annually, the scholarship application shall be made available to USHE institution Human Resources Directors, or their identified equivalent, who are responsible for notifying USHE employees at their institution about this program.

(2) Applicants must receive, and include in their application, written approval of a Dean, Assistant Vice-President or equivalent (or any employee more senior) that the applicant’s educational pursuit is related to the applicant’s current job duties or related career progression.

(3) Applicants must submit the scholarship application published by OCHE.

R765-606-6. Scholarship Administration.

(1) The Commissioner, or their designee, shall annually determine the available funds to be applied to this program, the maximum scholarship award amount, and which applicants may receive an award.

¹ *Adopted XXX.*

² This administrative rule is still going through the codification process and minor, non-substantive edits to conform with the Administrative Code may need to be made.

When determining scholarship awards under this policy, the Commissioner, or their designee, shall consider recommendations submitted by the USHE Employee Scholarship Advisory Committee.

(2) A scholarship award cannot exceed 50% of tuition and fees during the fiscal year for which the award is made or for the total duration of the program in which the recipient is enrolled, whichever occurs first.

(3) OCHE shall transfer award funds to USHE institutions on behalf of recipients.

(4) Institutions shall return any unexpended funds awarded to a recipient during the fiscal year and accompanying expenditure documentation by June 30 of the corresponding fiscal year.

R765-606-7. USHE Employee Scholarship Advisory Committee.

(1) Annually, every USHE President shall identify one employee for consideration to serve on the Committee.

(2) Annually, the Commissioner shall appoint up to 6 employees from any USHE institution from nominees identified by USHE presidents to serve on the Committee.

(3) A nominee may not apply for a scholarship award for the year in which she or he serves on the Committee.

(4) The Committee shall recommend to the Commissioner, or their designee, the proportion of scholarship awards to be awarded for any certificate or degree type offered at any USHE institution.

(5) The Committee shall use all available information to inform its recommendation including available funds, programs of study current applicants intend to pursue, programs considered to most advance the skills of current applicants, and the extent current applicants will fulfill the strategic objectives of the Board by receiving an award.

(6) The Committee shall submit its recommendation to the Commissioner, or their designee, by June 30 annually.

R765-606-8. Scholarship Administration.

(1) After providing a recipient notice and an opportunity to respond, an institution may rescind a recipient's scholarship if it determines the recipient has not met the requirements of Subsection R765-606-4.

(2) Recipients may reapply for the scholarship annually. Those who received the scholarship during the previous year shall be given priority in the application and award process.

(3) Recipients may receive a scholarship award for up to five consecutive years in a single program, subject to the requirements of this Subsection.

R765-606-9. Transfers.

Recipients may transfer to the same program at another eligible institution and retain the scholarship if they meet all requirements in Subsection R765-606-4. Transfer students are ultimately responsible for communication with financial aid offices at each institution and OCHE well in advance. Transfer students must maintain full-time employment status at the same institution at which they were employed at the time of application. The receiving institution is responsible to make any adjustments in a recipient's award. Higher cost of tuition and fees at the new institution are subject to available funding in this program at the time of transfer.

R765-606-10. Reporting.

(1) As specified by OCHE, each institution shall provide, as part of an annual institutional financial aid file submission by February 28 of each year, data pertaining to applications, awards, program enrollments, utilization, funding, and/or other scholarship information for the most recently completed fiscal year.

(2) OCHE may, at any time, request additional documentation or data related to the scholarship program and may review or formally audit an institution's documentation and compliance with this rule.