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| **Policy:** | Policy 4-3-9: Classified Family Grant-in-Aid | **Date Adopted:** |  |  |
| **Department:** | [Human Resources](https://www.wnc.edu/human-resources/) | **Contact:** | Human Resources  |  |
| **Statement:** | WNC implemented the Classified Family Grant-in-Aid Program allowing eligible spouses, domestic partners, and dependents of WNC classified staff to benefit from a reduced base registration fee. |

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# Section 1: Definitions

For the purposes of this policy:

* A spouse is any individual lawfully married to another individual.
* A domestic partner is any individual so registered with the Office of the Secretary of State.
* A financially dependent child is a natural, adopted or step child of a classified 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.

# Section 2: Eligibility

This program is available to family members of active classified employees working at least 0.53 full-time equivalent in regular classified service at Western Nevada Colleges including:

* Spouses
* Domestic partners
* Financially dependent children
* Financially dependent children of a classified family member’s spouse or domestic partner

For qualified, dependent children who have served on active duty in the United States Armed Forces, the age limitation specified in the definitions section will be extended for a period of such active service, not to exceed 6 years.

There is no age limitation for a spouse or a domestic partner.

The classified staff member must attest to the eligible relationship each time a tuition reduction is issued. Western Nevada College may, at any time, request proof of eligibility for verification purposes.

# Section 3: Courses and Credits

The Classified Grant-in-Aid Program:

* May be used for courses during the Fall, Spring, and Summer semesters
* May be used for all for-credit classes included in the weighted student credit hour calculation for state funding
* Covers an unlimited number of credits each semester

# Section 4: Fees

Fees covered by this program include a portion of the base registration fee and are equivalent to the current amount of the grant-in-aid benefit for professional employees.

This program does not pay for the cost of additional fees such as differential registration fees, special course fees, excess credit fees, or books.

If a spouse, domestic partner, or dependent child does not qualify as a resident student, only the portion of the per credit registration fee allocated to the State Operating Budget is paid by this benefit.

# Section 5: Limitations

The Classified Family Grant-in-Aid Program may only be used for undergraduate state-supported courses at Western Nevada College.

The following courses/programs are not eligible:

* Intensive English Language classes (IELC)
* Remedial classes <100 level
* Non-credit classes offered through Continuing Education

# Section 6: Application

To apply, complete the Classified Family Grant-in-Aid Request Form.