



POLICY AND PROCEDURE

Title:	Classified Dependent Grant-in-Aid
Policy No.:	TBA
Department:	Human Resources
Contact:	Human Resources

Policy

II. Program Eligibility

A.

The Great Basin College Classified Dependents Grant-in-Aid benefit may only be used for undergraduate state-supported courses taught at Great Basin College, benefit cannot be used for classes offered through Continuing Education or other non-credit courses;

There are no limitations to the number of credits that will be covered for each academic term (fall, spring, summer);

Fees covered by this program will be equivalent to the current amount of the grant-in-aid benefit for professional employees' dependents, which pays only the State Operating Budget portion of the base registration fee as specified in Chapter 7, Section 17 of the Nevada System of Higher Education Procedures and Guidelines Manual. The Capital Improvement Fee and the General Improvement Fee shall be waived at the institution;

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 Financially 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;

Individuals are personally responsible for and agree to indemnify and hold Great Basin College harmless for, any and all tax liabilities that may arise from this benefit.

B.

Recipients of the Great Basin College Classified Dependents Grant-in-Aid benefit must meet the Financial Aid Satisfactory Academic Progress (SAP) requirements as follows:

- Meet the minimum required undergraduate cumulative grade point average;
- Satisfactorily complete at least 70% of cumulative credit hours attempted;
- Complete their degree/certificate program within the maximum time frame of credit hours allowed. Undergraduates seeking their first baccalaureate degree cannot attempt more than 180 credits.

III. Procedure for Requesting Benefit

Requests for benefit shall be processed and approved via the following process:

A.

Form is located on the Great Basin College website and can accessed via the following path: For Faculty and Staff > Human Resources > HR Forms.

Must be completed and submitted for each academic term in which a benefit is being requested.

Completed forms must be received in Human Resources no later than two (2) weeks before the start of the academic term in which the benefit is requested. Submission after the two-week deadline may delay processing of the benefit and may require out-of-pocket payment for courses with reimbursement to follow.

