

Application for Dependent Tuition Assistance

Instructions

- Complete and sign the Application for Dependent Tuition Assistance
- Submit the completed, signed application with a copy of the official bill from the college/university to Human Resources for review
- If your funding is approved, HR will complete a Requisition for Payment Form and submit it to Accounts Payable. A check will be made payable to the college/university and returned to you to send to the academic institution

Section I: To be completed by the employee

Employee Information	
Name:	Job Title:
Hire Date:	Contact Phone:
Dependent Child Information	
Name:	Date of birth:
Name of School:	Student ID#:
Semester/Term:	Full-time OR Part-time Student:
Year in school (check one): <div style="text-align: center; margin-top: 5px;"> <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior </div>	

Please Note:

- Regular employees who have completed five years of service prior to the academic year for which the scholarship grant is requested are eligible to apply for tuition assistance for their child(ren). Regular staff who have less than five years of service but who were eligible with their immediate last employer for an educational grant such as this, will be given service credit toward satisfaction of our five years of service rule for their applicable prior employment after completion of the introductory period.
- The child must be dependent and either naturally born, legally adopted, or a dependent stepchild of the employee or the employee's domestic partner.
- The child must be enrolled full-time as a candidate for a degree in undergraduate college or university.

- If a child is over 24 years old but meets all of the other dependent criteria listed above, he/she will be eligible for the benefit but it will be paid to the parent as ordinary income and will be subject to withholding taxes.
- Children are eligible for one Institute grant each year for up to four years of undergraduate study. The maximum tuition assistance benefit is reviewed by the Human Resources Office at the beginning of each fiscal year. Effective July 1, 2023, the grant covers one-half of tuition and academic fees up to a maximum of \$21,400 per year. There is a maximum of \$256,800 (effective July 1, 2023) for scholarship grants per family.

Other financial aid:

If the child is awarded any scholarships or grants by any other organization or institution, the parent must inform the Institute and provide full financial information about the other awards. Loans are not considered financial aid for the purpose of the calculation of the Institute’s tuition grant. However, other financial scholarships, grants, or awards, if there are any, may affect the total award the Institute makes. To determine the level of the Institute’s award, first, the Institute will calculate what tuition grant would have been payable absent those other awards (this is the IAS prime award amount). Second, the Institute will determine the balance due to the college after other awards are paid (The “balance due” calculation will take into account any other awards granted, as well as the costs of student housing and meal plans, but will exclude any funding from student loans). Then, the Institute will pay the college or university the lesser of the IAS prime award or the balance due to the college after the other awards are paid.

I certify that:

- The child benefiting from the tuition assistance plan is my dependent and meets the rules as noted on the prior page.
- I have disclosed any information to the Institute on any other grants or scholarships the child may receive.
- The information I have provided on this form is true to the best of my knowledge

Employee Signature

Date

Section II: To be completed by Human Resources

An eligible amount of \$ _____ is approved.	Date:
Notes:	

Human Resources Signature

Date