



Tuition Assistance for Dependent Children

Three Tuition Benefit Programs

1. Tuition Remission

2. Tuition Exchange

3. Tuition Export

Earlham offers three tuition benefit programs to provide assistance with tuition fees for the qualifying dependents of its employees. Please refer to the *Employee Handbook* for complete details and visit or call Earlham's Human Resource Department (EHR), extension 1619, for clarification or assistance. Before selecting a tuition benefit program, please review the shared requirements of all three:

Determine Qualifying Dependents

Employees and their dependents must meet the guidelines (some established by the Internal Revenue Service) to qualify for tuition benefits:

1. Employee is the legal custodial parent (not necessarily biological) or guardian of the dependent*
2. Employee claimed the dependent on his/her most recently filed federal tax return
3. Dependent is under the age of 25 at the time of registration

*If an employee shares legal custody, policy requires that the employee's health care coverage includes the dependent and that the employee claimed the dependent on her/his most recently filed federal tax return.

When employees and/or dependents cease to meet these guidelines, they become ineligible for tuition benefits. For example, a student who turns 25 years old during the fall semester becomes ineligible to receive tuition benefits for the spring semester.

Consider Maximum Benefits Available

1. The maximum total tuition benefit for each employee is 16 academic years of education; and a limit of eight academic years that can apply at institutions other than Earlham College. For example, an employee with four children could receive the tuition exchange or export benefits enabling two children to graduate from other colleges. However, the policy will require the other two children to attend Earlham College to qualify for tuition benefits. If both children use the tuition benefit to attend and graduate from Earlham College, they exhaust the total tuition benefits available to the employee.
2. The maximum tuition benefit for each qualifying dependent is four years (eight semesters or terms) even if the dependent attends some or all as a part time student.

Consider Non-Applicable Courses

1. Tuition benefits apply to the pursuit of one undergraduate degree per dependent and do not apply to graduate studies.
2. Tuition benefits do not apply to the costs of the high-ability high school student program or other high school to college transitional programs.

Consider Off Campus Programs Limitations

Participants may apply tuition benefits to an off-campus program through Earlham College or a GLCA institution. However, GLCA institutions may restrict or limit participation. Contact the institution for details.

Complete and Submit the *Free Application for Federal Student Aid (FAFSA)*

Interested participants must complete and submit a FAFSA before requesting tuition benefits. Indiana residents attending an Indiana institution must file by March 1st.

Three Tuition Benefits Programs Defined

1. Tuition Remission

Full tuition at Earlham College

Eligibility Requirements:

Faculty or staff with two consecutive years of full-time employment

Additional Requirements:

Complete and submit Tuition Benefit Request – Tuition for a Dependent Child to EHR by May 15th. Visit EHR or www.theheart.earlham.edu and click on the Work Life tab and then the Forms for Employees and Supervisors link to get an application.

Additional Information:

Non-Earlham sources (grants or tuition specific scholarships from federal, state or other sources) reduce tuition benefits. For example, if Earlham tuition is \$34k and a student receives \$3k of combined sources of assistance, the tuition benefit becomes \$31k.

2. Tuition Exchange

Full tuition at one of the Great Lakes Colleges Association (GLCA) institutions

Eligibility Requirements:

Teaching and administrative faculty with four consecutive years of full-time employment. In special situations, the dependent children of full-time Earlham staff employees may be eligible.

Additional Requirements:

Employee or dependent pays the participation fee (usually 10% of tuition). Contact EHR for current GLCA tuition and participation fees.

Additional Information:

GLCA Participating Institutions:

Albion College, Allegheny University, Denison University, DePauw University, Earlham College, Hope College, Kalamazoo College, Kenyon College, Oberlin College, Ohio Wesleyan University, Wabash College, Wittenberg University and The College of Wooster. Grinnell and Beloit also participate, although they are technically part of a different consortium.



Some GLCA institutions allow their own merit scholarships to cover participation fees and other non-tuition costs. Consult with the Financial Aid Office at the institution and ask if their merit scholarships are tuition-specific or applicable to non-tuition charges.



Participating institutions establish their own deadlines for submission of the FAFSA (outside of Indiana) and other required paperwork. Contact the Financial Aid Office at the institution for details.



Complete and submit a Tuition Remission Exchange (TRE) Application for Participation to EHR by May 15th. Visit EHR or <http://www.glca.org> to get an application.

3. Tuition Export

Half tuition at any other regionally accredited college or university

Eligibility Requirements:

Faculty or staff with four consecutive years of full-time employment

Additional Requirements:

Complete and submit Tuition Benefit Request – Tuition for a Dependent Child to EHR by June 1st. Visit EHR or www.theheart.earlham.edu and click on the Work Life tab and then the Forms for Employees and Supervisors link to get an application.



Submit an itemized (identifies tuition costs and the application of other assistance or financial awards) bill to the EHR for payment when billed by the institution.

Additional Information:

Tuition benefit is equal to one half of the institution's tuition or one half of Earlham's tuition, whichever is less.



Tuition benefits reduce only after grants or tuition specific scholarships from federal, state or other sources are applied to full tuition of the institution.