TUITION GRANT PROGRAM

Swarthmore College provides college tuition grants to children of eligible employees. The following will describe the intent, eligibility requirements, and administrative procedures that govern the program.

Intent

The Tuition Grant Program is offered to demonstrate Swarthmore’s abiding belief in the value of higher education and the importance of choice as well as to assist Swarthmore employees in providing for their children’s educational needs.

The intent of the Tuition Grant Program is to form a partnership with employees that results in improved opportunities for the children of College employees to attend the college of their choice. It is not the intent of the program to pay the full cost of education, but rather to pay a portion of tuition costs, regardless of the college chosen. In this way, the program achieves the goal of making it possible for students and their families to consider a wider variety of institutions than they might ordinarily consider. Paying for a percentage of costs (up to a stated limit) instead of a flat amount may result in some students receiving a larger grant than others, but it also protects the intent of the program.

Eligibility

- Eligible children are the legally dependent children, adopted or natural, or step-children of individuals employed by Swarthmore College, as follows:
  - Faculty and staff who have been regular full-time employees (defined as an FTE of at least .75000) of the College for five years at the time the son or daughter enters upon an academic year.
  - Regular “benefits-eligible,” part-time (defined as an FTE of .50000 - .74999) faculty and staff members whose principal employment is with Swarthmore College and who have been regular part-time employees for five years at the time the child enters upon an academic year.
  - The eligible child must be attending an accredited undergraduate college, university, junior college or technical school on a full-time basis and be in good standing at such institution.

The same benefits will be available to dependent children of:

1. A retired or permanently disabled employee who at the time of retirement or disablement had satisfied the employment requirements stated above, provided the children were in the ninth grade or beyond at the time of retirement or disablement.

2. A deceased employee who dies in active service, and who at the time of death had satisfied the employment requirement stated above.

3. An employee on an approved leave from Swarthmore College, who at the time of such leave was a regular full-time employee for at least five years, as described in the first bullet above.
Exception

Regular “benefits eligible” faculty and staff who have been employed less than five years with the College at the time the child enters college are eligible for a modified benefit if their previous employer had a similar program and they were eligible for the program at the time they accepted employment with Swarthmore College. In these cases, the College will honor the lesser of the terms of the previous program, or Swarthmore’s program, until Swarthmore’s five year eligibility requirement is achieved.

Benefit

- The grants for full-time eligible employees shall be equivalent to one-half of the stated tuition and fees of the institution attended (excluding room and board charges) and shall not exceed $20,329.00 for the academic year 2017/2018.

- The grants for part-time eligible employees shall be equivalent to one-quarter of the stated tuition and fees of the institution attended (excluding room and board charges) and shall not exceed $10,164.00 for the academic year 2017/2018.

- Swarthmore College tuition grants shall be limited to the normal four years of undergraduate work at colleges, universities or junior colleges, i.e., 8 semesters or 12 quarters per child enrolled in the program.

- Per individual employee, the benefit limit will be equivalent to two children attending college for four years, i.e., 16 semesters or 24 quarters.

- Tuition grant money must be applied to the current academic year and cannot be given in retroactively following the close of an academic year for previously unutilized semesters.

- The grants are per dependent child and no child may receive more than one grant, even if their parent(s) are eligible for more than one grant, (i.e., grants may not be combined if there are fewer than two children or if both parents are employed by the College and eligible for more than one grant). However, the grants may be spread out over more than two children, as long as the number of semesters/quarters and total dollar amount does not exceed the limit.

- There is no age limit on this program as dependent children remain eligible at all ages. However, the tuition grant is limited to dependent children pursuing their first undergraduate degree.

- Because program requirements at technical schools vary, each institution will be evaluated by Human Resources.

Procedures

- Once each year eligible employees must complete a Tuition Grant Program Application, available in the Human Resources Department website under forms or by clicking the following link http://www.swarthmore.edu/Documents/administration/hr/ tuition_grant_app_02_2012.pdf. If the dependent changes schools during the year, a new application is required.

- Each semester a copy of the institution’s invoice must be submitted to Human Resources for processing before the end of the semester.

- Swarthmore College tuition grants shall be transmitted by Swarthmore College to the institution to which the eligible child is enrolled to be applied against the tuition charge, in accordance with the normal billing procedure of the institution. In no case may the grant be disbursed to the student or parent for personal use.

- Upon completion of the semester, proof of attendance must be supplied to the HR office. This can be in the form of a letter from the registrar’s office confirming attendance or a copy of final grades for the semester.
• If a student does not complete a semester of study, all tuition grant money refunded from the school must be returned to Swarthmore. Otherwise, all grant money disbursed for the incomplete semester will count against the total grant dollars and semesters for which the dependent is eligible.

This program may be changed or discontinued at any time by action of the Board of Managers of Swarthmore College.