



Human Resources  
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(610) 328-8397

## 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 designed to assist Swarthmore College employees in providing for their children's educational needs. It demonstrates Swarthmore's abiding belief in the value of higher education and the importance of choice. The intent of program is to form a partnership with employees that results in improved opportunities for their children to attend the accredited college, university, junior college, or technical school of their choice. It is not the intent of the program to pay the full cost of such an education, but rather to pay a portion of tuition costs, regardless of the school chosen. In this way, the program makes it possible for students and their families to consider a wider variety of institutions than they ordinarily might. Paying for a percentage of tuition and related costs (up to a stated limit) rather than a flat amount may result in some students receiving a larger grant than others; however it also protects the integrity of the program as an accessible resource for all students, regardless of their choice of school.

### Eligibility

Eligible children are the legally dependent children, adopted or natural, or step-children of individuals employed by Swarthmore College. 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 their institution.

Employee eligibility is as follows:

- **Regular, benefits eligible, full-time (defined as an FTE of at least .75000) faculty and staff who have been regular employees of the College for five years** at the time their child begins the academic year at an accredited undergraduate college, university, junior college, or technical school.
- **Regular, benefits-eligible, part-time (defined as an FTE of .50000–.74999) faculty and staff whose principal employment is at Swarthmore College and who have been regular part-time employees of the College for five years** at the time their child begins the academic year at an accredited undergraduate college, university, junior college, or technical school.

The Tuition Grant Program will also be available to dependent children of:

- A retired or permanently disabled employee who at the time of retirement or disablement had satisfied the employment requirement stated above, provided the children were in the ninth grade or beyond at the time of retirement or disablement.
- A deceased employee who dies in active service, and who at the time of death had satisfied the employment requirement stated above.
- 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 "Eligibility" bullet point, above.

## Exception

Regular, benefits eligible faculty and staff who have been employed for less than five years with the College at the time their 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 employee eligibility requirement is achieved.

Regular, benefit eligible faculty and staff who have been rehired by the College and who were eligible for the tuition grant program at the time they left the College are immediately eligible for the benefit.

## Benefit

Regular, full time, benefits eligible employees with children enrolled full time in an accredited college, university or technical school, may apply for a grant to cover 50% of their tuition and related academic fees (excluding room and board), **up to \$22,342.40**.

Regular, part time, benefits eligible employees with a child enrolled full time in an accredited college, university or technical school, may apply for a grant to cover 25% of their tuition and related academic fees (excluding room and board), **up to \$11,171.20**.

- **Grants for full-time, eligible employees shall be equivalent to one-half of the stated tuition and fees** (excluding room and board charges) of the institution attended by their child, up to the stated maximum. The maximum amount contributed by Swarthmore College is 40% of Swarthmore's current tuition and fees (excluding room and board charges). Rates vary from year to year.
- **Grants for part-time eligible employees shall be equivalent to one-quarter of the stated tuition and fees** (excluding room and board charges) of the institution attended by their child and shall not exceed one half of the full time employee benefit amount, as described above. Rates vary from year to year.
- **Grants shall be limited to the standard four years of undergraduate work** at colleges, universities, or junior colleges (i.e., eight semesters or 12 quarters per child enrolled in the program).
- **The maximum grant award will be equivalent to two children attending college for four years** (i.e., for 16 semesters, 24 trimesters, or 32 quarters total).
- **Grants are per dependent child**. No child may receive more than one grant at a time, even if their parent(s) are both employees of the College and meet the eligibility criteria. However, grants may be spread out over more than two children, as long as the number of semesters/trimesters/quarters and the total dollar amount do not exceed the stated maximum grant award limit.

Please note that because program requirements at universities, colleges, junior colleges, and 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. 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. **Please note, invoices for the fall semester are processed starting July 1.**

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

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