

## 1100.4 Tuition Scholarship Benefits—Dependent Children

**Purpose** To define the conditions under which Rensselaer will pay tuition scholarship benefits for dependent children of Rensselaer employees.

**Definitions** Dependent Child is defined, for purposes of Human Resources Policy #1100.4, *Tuition Scholarship Benefits – Dependent Children*, as a son, daughter, stepson, stepdaughter, adopted son, or adopted daughter for whom more than half of the support was received from the taxpayer during the taxable year or one for whom legal guardianship or adoption proceedings have been initiated. Dependent children, as defined above, are no longer eligible for Tuition Scholarship Benefits at age 26 and older.

College is defined as any college, university or other accredited institution of higher education as listed in the *Accredited Institutions of Post Secondary Education* and accredited by one of the following accrediting agencies:

- Accrediting Council for Independent Colleges and Schools
- Accrediting Commission for Career Schools/Colleges of Technology
- Accrediting Commission of the Distance Education and Training Council
- Board of Commissioners, Accrediting Bureau of Health Education School
- Middle States Association of Colleges and Schools/Commission on Higher Education (MSACS)
- New England Association of Schools and Colleges-Commission on Institutions of Higher Education (NEASC-CIHE)
- North Central Association of Colleges and Schools (NCACS)
- Northwest Commission on Colleges and Universities (NCCU)
- Southern Association of Colleges and Schools-Commission on Colleges (SACS-CC)
- Western Association of Schools and Colleges-Accrediting Commission for Senior Colleges (WASC-Sr.)
- Western Association of Schools and Colleges-Accrediting Commission for Junior Colleges (WASC-Jr.)

“College” shall also include foreign institutions when the Provost determines that the institution would be accredited by one of the above agencies if it were in the United States.

Semester is defined as one half of an academic year. If a college or university uses a different division of the academic year, the amount of scholarship will be limited in order not to exceed fifty percent of Rensselaer's current tuition or \$3,500 per academic year depending on the date of hire of the parent of the eligible dependent child. A tuition scholarship may be paid for summer school or evening school and then be credited as a semester toward the maximum of eight undergraduate semesters.

**Policy** This policy applies to the dependent children of:

- A. *Full-time faculty and staff* who complete 3 years of full-time continuous service.
- B. *Regular part-time employees* who have the equivalent of ten continuous years of full-time service credit. Part-time employees receive a half year of service credit for each year that they work 1040 hours or more.
- C. Any employee meeting the requirement of "A" or "B" above whose *child is currently enrolled* in an undergraduate program and who meets one of the conditions below will continue to receive a tuition benefit for the remainder of the eight undergraduate semesters if the employee (1) dies; (2) retires with **ten years of continuous service** and is at least age 55; or (3) becomes totally disabled as determined by Rensselaer.
- D. Any employees meeting the requirements of "A" or "B" above with ten or more continuous years of full-time service or the equivalent whose *child has not yet been enrolled* in an undergraduate program and who meets one of the conditions below is eligible to receive the tuition benefit for eight undergraduate semesters if the employee (1) dies; (2) retires and is at least age 55; or (3) becomes totally disabled as determined by Rensselaer.

Rensselaer reimburses a significant portion of the tuition cost for up to eight undergraduate semesters for an employee's eligible dependent children when they attend Rensselaer Polytechnic Institute. The percentage of reimbursement of the tuition scholarship benefit depends on the criteria that follows:

1. For dependent children who have registered, officially enrolled and are attending class prior to August 1, 2014, the reimbursement is 80% of the tuition costs through June 30, 2014.
2. For dependent children registering, enrolling, and attending class for the first time in Fall 2014 or beyond, the reimbursement is 75% of the tuition costs.

If the eligible children elect to attend another college that is recognized by Rensselaer, Rensselaer will pay tuition remission benefits for each eligible child for up to eight undergraduate semesters as follows:

1. For eligible dependent children of full-time employees hired prior to October 1, 1978, Rensselaer will grant an amount not exceeding the lesser of 50% of the current Rensselaer tuition per semester or the total tuition for the semester at the other college. Dependent children of part-time employees receive one half of this benefit.
2. For eligible dependent children of full-time employees hired after September 30, 1978, Rensselaer will grant an amount not exceeding the lesser of \$1,750 per semester or the total tuition for the semester at the other college.

**Procedure** An employee must submit a signed Tuition Remission Form for each eligible child for each payment to be made; i.e., each semester, trimester or quarter requires that a separate request form to be filed for course work outside Rensselaer. For course inside Rensselaer, the Tuition Remission Form must be filed yearly. A copy of the student's tuition bill must be attached to the request except if the dependent child is attending Rensselaer.

The Tuition Remission Form must be sent to the Division of Human Resources no later than the beginning of the semester for which course work begins. The Division of Human Resources will forward the appropriate payment to the college.

An employee eligible for the scholarship benefit must be employed by Rensselaer for at least 4 weeks of the academic semester for which the scholarship benefit is being provided.

When a dependent child receiving benefits under this policy separates from or transfers to a college, the child and/or parent must notify the Division of Human Resources immediately. The employee and the Division of Human Resources must take every reasonable effort to obtain a refund of any monies already paid on the child's behalf for the semester during which the dependent child separates from a college. The amount of tuition paid and the amount of refund received will be considered by the Division of Human Resources when determining the remaining benefit available, if any.

An employee with an eligible dependent child attending Rensselaer or another college in New York State may be required to apply for a New York State Tuition Assistance Program (TAP) award. Employees may contact the Division of Human Resources to determine if the TAP requirement applies to them. In addition, if the dependent has

been awarded a New York State Regents' scholarship, the value of that scholarship is applied toward the cost of tuition. If the amount of these awards plus Rensselaer's scholarship exceeds the child's tuition, the Rensselaer Tuition scholarship will be reduced by the amount of the excess.

Scholarships issued under this policy are for the benefit of the child. If both parents are employed at Rensselaer and are within the scope of this policy, no more than one scholarship per semester will be granted on behalf of the child. However, if the \$36,000 maximum is exceeded for one employee parent, additional scholarships will be applied against the \$36,000 maximum of the other employee parent.

This benefit covers undergraduate tuition only. It does not cover graduate tuition, room and board, books, supplies, breakage, deposits, activity or athletic fees, student union and health fees, fines or penalties.