I. Purpose/Introduction/Rationale

The purpose of the Tuition Grant Program is to provide financial assistance to benefits eligible Rollins employees with children of college age, who wish to attend a college other than Rollins. This policy version is effective March 1, 2010 and supersedes all previously issued versions.

II. Dependent Eligibility

A. An eligible dependent child is defined as one who is less than twenty-six (26) years of age, a natural child, a step-child or legally adopted before reaching the age of sixteen and who is primarily dependent on the employee for financial support. The child must be claimed as an IRS tax dependent.

B. An eligible dependent child may also include a child for whom a faculty/staff member has been granted guardianship before that child attained the age of sixteen (16) and who is primarily dependent on the employee for financial support. The faculty/staff member will be required to provide the Human Resource Department with a copy of the court-appointed guardianship documentation as well as the previous year’s Federal Income Tax Form (1040) at the time they apply for the grant.

III. Procedure or Application

A. Benefit

1. This policy provides a tuition grant benefit up to $2,000 per fiscal year (June-May) split into up to $1,000 per semester for each dependent child’s tuition at an eligible institution of higher learning.

2. Both parents are eligible if each is a full-time member of the faculty or staff with over one full year of service.

B. Eligibility and Limitations

1. This policy applies to enrollments on a for-credit basis only at accredited institutions of higher learning not covered by the Rollins’ Tuition Remission and Tuition Exchange policies. Courses taken on an audit basis where the student is attending the class as an overview and not for credit are not eligible under this benefit. Certificate or private instruction courses are also not eligible.

2. Upon completion of one (1) year of service from the employment date with the College, all full-time employees with regular, benefit eligible appointments of 1462 hours per year or more, will be eligible for the benefits outlined in this policy. New faculty and staff members who have completed one year of continuous employment in a benefit eligible appointment at another
institution of higher learning immediately prior to accepting employment at Rollins shall be deemed to have met the one (1) year requirement.

3. Dependents qualifying for present and future assistance at the time of the employee’s retirement are eligible to receive tuition remission benefits. Employees must qualify under the Retirement Benefits Policy.

4. Should a full-time employee with five (5) or more years of continuous service at the College become totally disabled or die while still in employment status, the College will continue to provide tuition remission to those dependents qualifying for present or future assistance at the time of the faculty or staff member’s disability or death.

5. The Tuition Grant Program is limited to no more than four consecutive years from the start of grant for undergraduate study. Exceptions can be made for five year programs as long as documentation is provided. Summer sessions may be covered as part of the academic year grant if the course work is applied toward the credits needed for the degree. Payments made for summer courses will be considered part of the following year’s award and will be subtracted from the total available for that academic year.

Example: If a student attends an undergraduate program for a year starting in the Fall of 2011 and then drops out the following year (Fall 2012-Spring 2013), they have forfeited that year’s grant and have two years of the tuition grant remaining (Fall 2004- Spring 2006).

6. If a student receives other grants that can only apply for tuition, the sum of the Rollins grant and other support shall not exceed 100% of the college or university tuition. If more than 100% is funded through the Rollins grant and others, the Rollins grant will be reduced accordingly.

7. Benefits are available during periods in which a faculty or staff member is employed full-time or during periods of authorized leave not exceeding one year in duration from which the faculty or staff member is expected to return to full-time employment.

C. Administration

The Tuition Grant Program will be administered as follows:

1. Faculty/Staff members will complete and return the application for tuition grant to the Human Resource Department once they have met the one-year eligibility period and prior to the start of each semester.

2. The Human Resource Department will send a letter of intent to the college/university designated to indicate that the tuition grant is authorized for the following term.

3. The Human Resources Department will send a tuition grant payment to the designated college upon receipt of their course billing/invoice, up to $1,000 for the semester.

D. Tuition grants for approved study abroad programs

1. Children who are enrolled in a full-time undergraduate degree-seeking program, who qualify for the $2,000 per year Tuition Grant, may use up to $1,000 per semester (fall or spring) towards the cost of tuition in an approved Rollins College study abroad program.
2. This $1,000.00 will be subtracted from the $2,000 Tuition Grant program yearly maximum. For further information on Rollins approved study abroad programs, contact the International Programs office at Rollins College.

**IV. Related Policies or Applicable Publications**

*See also: Retirement Benefits Policy*

**V. Appendices/Supplemental Materials**

*N/A*

**VI. Rationale for Revision**

*N/A*