

Tuition Remission Scholarship Benefit for Dependent Children of Faculty and Staff

Keck Graduate Institute (KGI) provides a tuition remission scholarship benefit for dependent children of full-time (1.00 FTE) faculty and staff. The details of this benefit are outlined below:

To apply for the benefit, the application form for tuition remission must be submitted to the Human Resources Department HR@kgi.edu by February 1 each year. Human Resources distributes this document to all faculty and staff at employee onboarding.

1. **Eligible Employees and Dependents:** KGI grants scholarships to qualifying dependent children of full-time (1.00 FTE) employees who meet the eligibility requirements. Scholarship funds are approved for the upcoming academic year during the annual budget setting process in Spring. The tuition remission benefit is subject to annual KGI budget limitations and President/Board discretion without notice.
 - A. For regular full-time (1.00 FTE) KGI employees, there is a waiting period of one year from the date of hire before using the benefit, i.e., the scholarship may be applied to the semester or quarter in which the first-anniversary date of employment falls.
 - B. To retain eligibility for their dependent children, the eligible employee must maintain the following;
 - Work a minimum of 40 hours (1.00% FTE) and remain full-time during the years of the dependent's participation.
 - Maintain an overall successful and effective performance rating and do not have any documented disciplinary actions during the dependent's participation.
 - C. For purposes of this benefit, the term "dependent children" is defined as those children who meet the qualifications of section 132(h)(2)(B) of the Internal Revenue Code, who is a dependent of the employee, and who has not yet reached age 25.
 - D. The benefit is not available to dependent children of temporary or part-time employees such as postdoctoral fellows, visiting professors, adjunct faculty, or any other part-time or short-term temporary appointments.
 - E. Only one dependent child can receive this benefit for an employee at any given time.
2. **Eligible Academic Study** Scholarships are granted to dependent children pursuing undergraduate study as candidates for an associate's degree or a bachelor's degree at a regionally accredited institution of higher education.

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Administrator: Human
Resources
Approval Authority: Board of Trustees

3. **Required Academic Performance:** In awarding scholarships, demonstrated scholastic abilities of the student are taken into account. A scholarship is not granted to any child who has failed to maintain a minimum of a "C" average, or the equivalent, in their course of study, whether in high school or college, during the entire preceding academic year, including any summer session, if applicable. For students who do not pass a course with a grade of C or better, the employee will have to reimburse the institution for the total amount provided divided by the number of courses not passed.
4. **Maximum Scholarship Amount:** With respect to any one academic year, the maximum scholarship granted to a recipient is equal to one-half of the tuition required of undergraduate students at the institution to be attended by the recipient. However, no scholarship grant may exceed \$22,500.00 for the year or \$11,250.00 for a semester. KGI will pay one-half of the tuition invoice that is provided. If a student receives a scholarship, KGI will only pay the amount charged to the employee on the official invoice from the institution.
5. **Maximum Term of Eligibility:** Scholarships are granted for one academic year at a time. The total duration of this benefit is limited to eight semesters, twelve quarters, or 120 units, whichever the institution accepts as minimum graduation requirements. Grants for summer sessions are counted as a part of a semester or quarter.
6. **Application Process:** Applications for scholarships must be in writing and be received by Human Resources by February 1 of the year that the benefit is requested. The application on the last page of this document is required from each participating employee for their participating dependent for each academic year. An itemized tuition invoice via a pdf from the student's college or university must then be submitted to Human Resources 30 days prior to the invoice due date and must be accompanied by the previous record via pdf of academic transcripts. The employee is responsible for submitting their dependent's grades to Human Resources within 15 days of posting for the period that the benefit was used.
7. **Payment Process:** KGI pays scholarship grants directly to the institution to be attended by the dependent to preserve the non-taxability of the benefit to the dependent's parents. All such grant payments are authorized by the Business Office. Payments are made subject to the condition that if the recipient withdraws from courses or the institution before completing an academic year, any rebate of the share of tuition and fees paid by KGI will be returned to KGI.



KGI Tuition Remission Scholarship Benefit

Application Form

Eligible faculty or staff who intend to apply for participation in the KGI tuition remission scholarship benefit for eligible dependent children for the upcoming academic year, whether as a new participant or as a continuing participant, are required to complete the information below and return this form to Human Resources at HR@kgi.edu by February 1 of each year.

Date: _____

Name of Faculty or Staff Member: _____

Date of Hire: _____

Position Title: _____

Academic Year: _____

Name of Dependent Child: _____

Birthdate of the Dependent Child: _____

Name of College or University: _____

(If college or university is not yet known, please state the names and tuition amounts of the schools to which the dependent has applied.)

Annual Tuition: _____

Academic Calendar (check one):

Semester system

Quarter system

Employee Signature: _____

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