

I. ELIGIBILITY REQUIREMENTS FOR TUITION GRANT

A. THE EMPLOYEE

You must be a benefits eligible employee of Princeton University who has completed a total of five years of benefits-eligible service at the time the tuition grant is disbursed. The Children's Educational Assistance Plan is governed by the break-in-service rules that govern our retirement plan.

B. THE CHILD

1. The child must be **verified as a dependent, unmarried, and enrolled as a full-time student** in a program leading to an associate degree or a bachelor's degree at a two-year or a four-year college that is accredited by agencies recognized by the U.S. Department of Education. If you have a child who does not meet the above requirements, but requires an academic accommodation, the child may qualify for a taxable grant. Please contact the Human Resources Benefits Team at (609) 258-3302 or benefits@princeton.edu for special consideration.
2. The unmarried child must be your natural born or legally adopted child, your stepchild or your legal ward.
3. To be eligible, your unmarried child must also meet one of the following tests:
 - a. The child must be under 24 at the end of the calendar year; the child must claim your residence as one's official residence while away at school; and the child must not provide over one-half of the child's own support (scholarships excluded). Or,
 - b. The child must be under 26 at the end of the calendar year; the child must have gross income, including scholarship income above tuition, in an amount less than the dependent exemption amount for the year (\$4,050 for 2017); and you must provide over one-half of the child's support (if divorced, your former spouse can provide over one-half of the child's support if you claim the child as your dependent).

II. General Rules And Procedures

- A. A tuition grant is available for up to 4 academic years (8 semesters or 12 trimesters or quarters, including summer sessions) of full-time, undergraduate study for each child. The terms need not be consecutive, and there is a limit of one grant per child per academic year.
- B. The total annual tuition grant is based on one-half of the child's tuition costs, including eligible mandatory educational fees. If your child is receiving other scholarships, grants, or awards designed to cover the same charges, **the tuition grant will not exceed the remaining eligible costs, if any.** You must notify Princeton University of any such awards.
- C. **The application for a tuition grant will not be approved and a grant will not be disbursed to your child's college until your child's tuition bill has been received by the Office of Human Resources.**
- D. Tuition grants are sent directly to the educational institution for credit against your child's account. The only exception to this rule is if you are receiving a taxable grant for a child with a disability who requires an accommodation.
- E. If your child withdraws from school during the academic year, is no longer a full-time student in a degree program, or if there is any other change in your child's educational status or relationship to you, you must notify the Office of Human Resources immediately at (609) 258-3302. It will be your responsibility to have the school refund the tuition grant to Princeton University. If the school will not refund the grant, you will need to repay Princeton University the full amount of the tuition grant.
- F. Princeton University will not be responsible for late payment fees or finance charges incurred if the tuition grant is not received prior to the payment due date stated on the application form or tuition bill.
- G. Any attempt to abuse the benefits and/or any failure to abide by the rules, requirements, or procedures of this program may result in disciplinary action or termination of employment.
- H. You must reapply for the tuition grant each academic year. However, if your child is enrolled at a two-year accredited college, you must reapply each semester.
- I. The tuition grant application and tuition bill for the 2018-2019 academic year must be submitted to the Office of Human Resources by June 30, 2019. If the tuition grant application is not received by June 30, 2019, your child will not be eligible to receive a tuition grant for the prior fall and/or spring semesters.
- J. Colleges and universities consider all tuition benefits in determining a student's eligibility for need-based financial aid. Eligible children may experience a reduction in financial aid due to the eligibility for the tuition grant benefit.

Please return the completed application form and a copy of your child's tuition bill to: Children's Educational Assistance, Office of Human Resources, 2 New South, Tel: (609) 258-3302.

Applications require approximately six weeks for processing. Once your application has been approved and processed, a letter will be mailed to your home address.

IF YOU HAVE ANY QUESTIONS PLEASE CONTACT:

Human Resources Benefits Team
(609) 258-3302 or benefits@princeton.edu

APPLICATION FOR TUITION GRANT ACADEMIC YEAR 2018-19

Employee Information (Please type or print)

Employee Name _____ Employee ID# _____
Last First MI

Home Address _____
Number/Street

City State Zip Code

Home Telephone No. _____ Campus Location (please check one) ☐ Main ☐ PPPL

Department _____ Job Title _____

Campus Address _____ Campus Telephone No. _____

Student Information (Please type or print)

Student Name _____ Student ID# _____
Last First MI

Birthdate _____ Expected Graduation Date _____ Degree Sought _____
MO DAY YR MO YR

Gender: Male _____ Female _____

Relationship of child to employee (please check one)

Natural Child ☐ Legally Adopted Child ☐ Stepchild ☐ Legal Ward ☐

Other ☐ (please explain) _____

College Information (Please type or print)

Name of College _____

Mailing Address _____

Type of Academic Year (Please check one)

Semester ☐ Trimester ☐ Quarter ☐

Are you receiving any other financial assistance? ☐ Yes ☐ No

NOTE: Financial aid information must be listed on bill or financial aid award letter must be submitted in order to process grant.

ELIGIBILITY REQUIREMENTS (GENERAL RULES AND PROCEDURES ARE ON THE REVERSE SIDE)

By making this application, I certify that I have read all of the conditions for participation on the back of this form and that my child meets the eligibility rules as defined under this plan. I will comply with all of the rules and procedures set forth on the reverse side of this application. If I knowingly make any false statement or representation in this application, or if there is a factual error, I will repay immediately to Princeton University on demand any amounts advanced pursuant to this application. Further, any such statement or representation may result in disciplinary action.

Employee Signature _____ Date _____

For Office Use Only:

Vendor ID# _____ DOH _____

Total Grant Approved: \$ _____ Amount Per Term: \$ _____

Approved by: _____ Date _____

Princeton University, Office of Human Resources