

MAY 2009 ANNOUNCEMENT

Education Assistance Benefits: Tuition Grant Plan

For Employees NEW to the Tuition Grant Program

The Tuition Grant Plan, available to the dependent children of: employees, retirees, and same sex domestic partners, covers up to 50% of dependent children's full-time undergraduate tuition at a degree-granting accredited institution. Universal mandatory fees also may be covered. The value of education benefits, provided for the dependent children of employees' same sex domestic partners, is in all cases considered taxable income to the employees.

To participate in the Tuition Grant Plan (with their dependent children), employees must: **complete** two years of full-time JHU employment (or qualify to have the full-time employment requirement waived) by October 1 (for fall and spring participation) or Feb 1 (for spring only participation); **continue** in a full-time position; **prove** the dependent child status of the student they want to participate in the Tuition Grant Plan; and **submit** a completed 2009-2010 Tuition Grant Plan application (available on the web <http://benefits.jhu.edu/EduBenefits/tuitiongrantform.pdf> beginning May 15, 2009).

Employees who have received and responded to the Benefits Service Center Dependent Child Eligibility Audit Request letter for the purpose of participating in one of JHU's health plans will not be required to provide dependent child documentation a second time. Education Assistance Benefits will coordinate with the Benefits Service Center for the submitted information.

Employees who have not had their dependent child's status certified must fax proof directly to Education Assistance Benefits (443-997-6812 or 443-997-6868) by May 29, 2009. For acceptable documentation, refer to <http://www.benefits.jhu.edu/eligibility/depchart.pdf>

For Current Continuing Participants of the Tuition Grant Program

Parents of students with continuing eligibility will receive the **Employee Tuition Grant Plan Participation Continuation Letter** in May to confirm their student's intent to participate in the Tuition Grant plan for the fall 2009 and / or spring 2010 semester(s). The letter includes: the student's semester count, an overview of the college notification and payment processes, program reminders and policy changes.

Effective immediately, continuing employees must also prove their student's dependent child status. Employees who have already provided documentation in response to the Benefits Service Center's request for dependent child information, will not be asked to provide documentation a second time. Instead, parents will be asked to sign and return (via fax) 443-997-6812/6868) the Continuation Letter to confirm: 1) they have provided the requested dependent child information to the Benefits Service Center; and 2) their dependent's child intent to continue his/her full-time studies in fall 2009 and / or spring 2010. Notices must be returned to Education Assistance

Benefits by May 29, 2009. The Education Assistance Benefits office will coordinate with the Benefits Service Center for the required information.

Employees who have not had their dependent child's status certified will be required to fax proof directly to Education Assistance Benefits (443-997-6812 or 443-997-6868) **by May 29, 2009**. For acceptable documentation, refer to <http://www.benefits.jhu.edu/eligibility/depchart.pdf>.

Employees continuing their participation in the Tuition Grant Plan from the 2008-2009 academic year are asked not to complete the 2009-2010 Tuition Grant Plan application if there is no new student information to document (i.e. a student has transferred to a different college for fall 09; parent employee has another dependent child entering college, etc.).

Reminders/Updates/Changes:

- Full-time undergraduate tuition and universal mandatory academic fees only are eligible under the JHU Tuition Grant Plan.
- Coverage may not exceed 50% of the Hopkins' freshman undergraduate tuition.
- Dependent children turning 24 may not participate in the program during any semester of the calendar year in which they turn 24.
- The program does not cover part-time, graduate, non-credit, remedial courses, or coop programs that do not offer academic credits.
- Parents must notify JHU of additional scholarship, tuition remission and waiver support provided by other institutions/sources.
- Parents and students must [make their payments](#) by the school's due date(s).

EAB Contact Information:

Education Assistance Benefits, JHU @ Eastern, Suite D-100, 1101 East 33rd Street, Baltimore, MD 21218.

For Tuition Remission and Tuition Reimbursement, A-L, contact Donna Italiano at 443-997-6890; ditaliano@jhu.edu

For Tuition Grant and Tuition Reimbursement, M-Z, contact Leanne Boyd at 443-997-6810; lboyd7@jhmi.edu