

Tuition Grants for Dependent Children

Tuition assistance for post-secondary undergraduate education in a degree or certificate-granting program is available to the dependent children of full-time benefited College employees. This benefit is available after one year of employment at the College.

Dependent children of employees who are participating in Hampshire's Council of Independent Colleges Tuition Exchange Program (CIC-TEP) or the Tuition Exchange Program (TEP) are not eligible for a tuition grant.

Tuition assistance in the amount of \$2,000 per dependent child each academic year is subject to the following conditions:

- Limited to four academic years (eight semesters), until the child earns a bachelor's degree, or reaches the age of 25, whichever occurs first.
- Limited to payments of \$4,000 for each Hampshire family in any academic year.
- Beginning the fall semester of 2014, payments will be granted in the full \$1,000 amount for tuition or other IRS "qualified expenses." Details of qualified expenses can be found on the IRS website at <http://www.irs.gov/Individuals/Qualified-Education-Expenses>.
- The institution must be any post-secondary institution (including junior/community, trade, technical, or secretarial college) that is an accredited institution, recognized candidate for accreditation, correspondent of an appropriate accrediting agency, or otherwise approved by Hampshire College.
- Tuition assistance is available to the child of a deceased employee who dies while employed by Hampshire College for up to five years after the death of the employee.

The employee wishing to apply for a tuition grant may obtain an application from the Human Resources office or Human Resources Forms and Procedures webpage <https://www.hampshire.edu/hr/human-resources-forms-and-procedures>. The employee will be required to complete a separate application for each dependent per semester. Along with the completed application, the employee will be required to supply a copy of the current bill, one-time initial proof of the dependent's age (i.e., driver's license, birth certificate, etc.), and official verification that the child is a dependent (copy of the most recent tax return) or that the parent has a legal obligation to provide for the dependent's education (ex. divorce agreement).

At the beginning of each semester for which the employee is requesting this benefit, the employee must submit documentation indicating that the dependent completed the previous semester. If the employee realizes they have used the payment for non-qualified expenses they should inform the Human Resources office by December 1st of the calendar year of receipt so that those funds can be taxed. Payments for the spring semester will be paid after January 1 of the spring semester year to allow the employee to report a change in tax status within the same tax year.

If the dependent withdraws from school and is eligible for a refund, the employee must inform the Human Resources office in order for the College to determine what portion, if any, of the refund should be returned to the College.

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